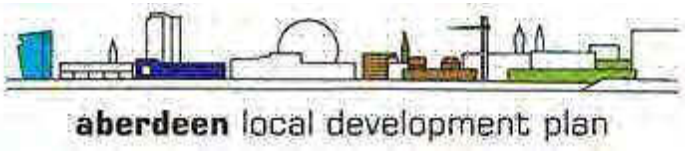

Introduction to Supplementary Guidance

Section 1.1 Introduction

1.1.1 Status of Supplementary Guidance

This Supplementary Guidance expands upon existing policies and proposals and is used to support the content of the Local Development Plan (2012). It is a material consideration in the determination of planning applications, and carries the same weight as the policies in the LDP itself.

It is particularly important when extensive detail is required for a specific area (development frameworks and masterplans) or policy (design). This allows the Local Development Plan to focus on the overall spatial strategy and the key policies and proposals.

As a result of planning reform, Supplementary Guidance is now subject to extensive consultation and formal adoption procedures which allows it to form part of the Local Development Plan. Supplementary Guidance can only be adopted by the Council if it has been referred to within the Local Development Plan, a consultation process has been undertaken and been approved by Scottish Ministers.

For ease of reference and to avoid a great deal of repetition we have compiled a document suite which orders each separate Supplementary Guidance into related topic areas. Each individual Supplementary Guidance does, however, stand alone and if it requires amendment or updating during the lifetime of the Local Development Plan, we will consult on the individual Guidance, rather than the whole document suite.

This individual Supplementary Guidance is ordered as follows:

Introduction

Topic Area 2: Design - Townscape and Landscape

- Supplementary Guidance – Windows and Doors
- Supplementary Guidance – Shops and Signs
- Supplementary Guidance – Big Buildings
- Supplementary Guidance – Stonecleaning
- Supplementary Guidance – Temporary Buildings
- Supplementary Guidance – Landscape
- Supplementary Guidance – Energetica

Topic Area 3: Design - Modifications to existing buildings and curtilages

- Supplementary Guidance – Householder Development Guide
- Sub-division and Redevelopment of Residential Curtilages
- Supplementary Guidance – Conversion of Buildings in the Countryside

Topic Area 4: Supplementary Guidance - City Centre Masterplan and Delivery Programme (to be completed at a later date).

Topic Area 5: Business

- Supplementary Guidance – Hierarchy of Centres
- Supplementary Guidance – Union Street Frontages
- Supplementary Guidance – Harmony of Uses
- Supplementary Guidance – Serviced Apartments
- Supplementary Guidance – Children's Nurseries

Topic Area 6: Housing and Planning Obligations

- Supplementary Guidance – Planning Obligations Manual
- Supplementary Guidance – Affordable Housing
- Supplementary Guidance – Gypsy and Traveller Sites

Topic Area 7: Transport, Air Quality and Noise

- Supplementary Guidance – Transport and Accessibility
- Supplementary Guidance – Air Quality
- Supplementary Guidance – Noise

Topic Area 8: Natural Environment

- Supplementary Guidance – Natural Heritage
- Supplementary Guidance – Trees and Woodlands
- Supplementary Guidance – Flooding, Drainage and Water Quality
- Supplementary Guidance – Open Space and Green Infrastructure

Topic Area 9: Resources

- Supplementary Guidance – Resources for New Development
- Supplementary Guidance – Wind Turbine Development
- Supplementary Guidance – Heat Mapping (to be completed at a later date)

1.1.2 Planning Legislation

The Town and Country Planning (Scotland) Act 1997 is the main piece of legislation governing the planning system in Scotland. Aberdeen City Council is required to follow the procedures of the Act in preparing development plans and determining planning applications.

Other pieces of legislation may also have important implications for the Local Development Plan, on topics such as climate change, natural heritage, the environment, waste and conservation. Where necessary, key legislation is highlighted in the relevant Supplementary Guidance.

1.1.3 Policy Context

The LDP is required to be in accordance with national and regional planning policy, including:

Scottish Planning Policy (2014)
Scottish Planning Policy (SPP) is a statement of Scottish Government policy on how nationally important land use planning matters should be addressed across the country. The LDP should be in accordance with SPP, which outlines the following four desired outcomes for the planning system, which development plans should contribute to:

1. **A successful, sustainable place** – the planning system supports sustainable economic growth and regeneration, and the creation of well-designed, sustainable places;
2. **A low carbon place** – the planning system helps to reduce our carbon emissions and adapt to climate change;
3. **A natural, resilient place** – the planning system protects and enhances our natural and cultural assets, facilitating their sustainable use;
4. **A more connected place** – the planning system supports better transport and digital connectivity.

National Planning Framework 3
The National Planning Framework 3 (NPF3) describes how the future spatial development of the whole of Scotland can contribute to these four planning outcomes. It shows where there will be opportunities for growth and regeneration, investment in the low carbon economy, environmental enhancement and improved connections across the country.

Aberdeen is identified in NPF3 as the energy capital of Europe, a city which is well placed to take advantage of the continued exploitation of North Sea oil and gas reserves, and develop its expertise in serving the energy sector, including the growing renewables sector. Food and drink, life sciences, universities, creative industries and tourism are also key sectors for Aberdeen and the North East. Two National Developments are identified for Aberdeen; a new harbour and strategic improvements to Aberdeen International Airport.

Creating Places & Designing Streets
Creating places is the Scottish Government's policy statement on architecture and place, while Designing Streets contains policy and technical guidance on street design.

Planning Circulars
The Planning Circulars contain Scottish Government policy on implementing legislation. The key Circulars for planning are Development Planning and Development Management.

Strategic Development Plan (2014)
The Aberdeen City and Shire Strategic Development Plan contains policy on issues that are of strategic importance to the North East of Scotland region. Of particular importance are the housing and employment land allowances, which must be met through the LDPs, and proposals for strategic transport and infrastructure improvements.

The detailed policies contained in the Local Development Plan and Supplementary Guidance are in general accordance with all of these national and regional policy statements, interpreting them for the Aberdeen context.

Scottish Historic Environment Policy (2011)
The Scottish Historic Environment Policy (SHEP) sets out Scottish Ministers' policies for the historic environment, provides greater policy direction for Historic Scotland and provides a framework that informs the day-to-day work of a range of organisations that have a role and interest in managing the historic environment.

Managing Change in the Historic Environment Guidance Notes
Managing change in the historic environment is a series of guidance notes for use by planning authorities and other interested parties. The series explains hot to apply the

policies contained in the Scottish Historic Environment Policy and Scottish Planning Policy.

The Climate Change (Scotland) Act 2009

The Climate Change (Scotland) Act 2009 received Royal Assent on August 4, 2009. The Act sets in statute the Government Economic Strategy target to reduce Scotland's emissions of greenhouse gases by 80 per cent by 2050. This covers the basket of six greenhouse gases recognised by the United Nations Framework Convention on Climate Change and includes Scotland's share of emissions from international aviation and international shipping.

Modifications to Supplementary Guidance

Historically our Supplementary Guidance has been published as separate documents on individual topics. For ease of reference and to avoid a great deal of repetition we will bring these together into a document suite which will order each separate Supplementary Guidance into related topic areas. Each individual Supplementary Guidance does, however, stand alone and if it requires amendment or updating during the lifetime of the Local Development Plan, we will consult on the individual Guidance, rather than the whole document suite.

Topic Area 2 – Design.

Townscape and Landscape.

Contents

2.1.1 Introduction

Status of Supplementary Guidance
This Supplementary Guidance (SG) forms part of the Development Plan and is a material consideration in the determination of planning applications.

The guidelines set out in this document shall apply, on a city-wide basis to listed buildings and those within conservation areas, unless otherwise stated. The document is applicable to residential, commercial, indusial and institutional buildings.

Introduction to Topic
Placemaking is paramount to creating successful places. The SG sits within the Placemaking by Design Chapter of the Aberdeen Local Development Plan. The repair and replacement of windows and doors needs to be carefully considered. Historic and original features add to the overall pleasant experience of buildings and their wider surroundings. Inappropriate design, proportions or materials can detract from a building and the wider streetscape and setting.

Further guidance can be found in the Council's Technical Advise Note TAN: Traditional Building Care, and Aberdeen City Council's Conservation Area Character Appraisal and Management Plan.

2.1.2 General Guidance

Repair and retain
The first principle is one of retention and repair. Original and historic windows and doors will be repaired and restored and this will always be promoted over replacement.

Reinstate
The reinstatement of the original types and arrangements of windows and doors will be encouraged- except where there is a demonstrable benefit in retaining later fenestration as examples of window and glazing technology.

Replacement
Replacement windows and doors will only be supported where it can be demonstrated to the satisfaction of the Council that the original or historic windows or doors have deteriorated to an extent whereby repair is not possible. Applicant will be required to carry out a detailed window condition survey – (see Aberdeen City Council's TAN: Traditional Building Care) for listed buildings and public elevations of conservation areas.

Identify any unsympathetic additions which should be removed

Opportunities to replace unsympathetic windows and doors are encouraged; these should be restored to the original wherever possible on the basis of sound evidence.

Aberdeen features
Curved corner windows, margin panes and rectangular "lying" panes of glass are features which are particularly special to Aberdeen must always be retained.

Energy Efficiency and Security
Traditional windows and doors can be upgraded to increase energy efficiency, and improve sound insulation and security, often at a lower cost then replacing units, whilst still retaining the original features and style which gives character to buildings. Historic Scotland's research and guidance on improving energy efficiency in traditional buildings can be found in their Technical Conservation knowledge base.

To improve the security of traditional sash and case windows additional sash locks can easily be fitted to the meeting rails to improve the security of the window when closed. Timber blocks and/or sash stops can also be fitted to restrict the size of openings.

Additional security measures on doors can also be easily incorporated without affecting the character of a door, for example extra mortice locks, rimlocks or bolts.

Windows

The table summarises required actions when repairing and replacing windows. ✓ denotes the required action; **X** *denotes the action is not required; and* **0** *denotes a preferred action. Detail is provided within the text.*

Windows	Listed Building	Conservation Area: Public Elevation	Conservation Area: Non public elevation
Retain and repair original/historic windows	✓	✓	✓
Retain original and historic glass	✓	✓	**0**
Reinstate original types and arrangements – with exceptions	✓	✓	**0**
Remove unsympathetic additions	✓	✓	**0**
Refurbishment	**0**	**0**	**0**
Secondary glazing	✓	✓	**0**
Slim profile or double glazing in existing frames – with exceptions	✓	✓	**0**
Window survey needed to remove original/historic windows	✓	✓	**0**
Joiner made timber sash and case exact replica/reinstatement	✓	✓	**0**
Reuse historic glass in replacement windows	✓	✓	**0**
Reuse historic ironmongery and window fittings in replacements	✓	✓	**0**
Use of traditional putty or modern butyl based putty	✓	✓	**0**
uPVC sash and case windows	**X**	**X** with exceptions	✓
Non sash and case windows of any material	**X**	**X**	✓

New or widening existing openings – with exceptions	**X**	**X**	✓
Astragals	**0**	**0**	**0**
Discrete Ventilators	✓	✓	**0**
Horns	**X**	**X**	**X**
Colour – white painted	✓	✓	**0**
Blocking up	See relevant section	See relevant section	See relevant section
Re-opening	See relevant section	See relevant section	See relevant section
Special cases – Industrial/institution/early modern metal/early casement	See relevant section	See relevant section	See relevant section

Repair, restore and retain
Original or historic windows must be repaired, restored and retained, and this will always be promoted over replacement. Original or historic window frames and glazing including strained, decorative leaded, etched and historic glass will be retained. If the glass has to be removed due to damage and is of artistic merit, arrangements should be made for its recording and careful removal.

Reinstate
The reinstatement of the original types and arrangements of windows will be encouraged - except where there is a demonstrable benefit in retaining later fenestration as examples of window and glazing technology. If there is no indication what the original windows, doors and doorways were like, then authentic historic precedents can often be found on neighbouring properties.

Removing unsympathetic windows
Modern windows, doors and doorways which are unsympathetic should be restored to the original wherever possible.

Refurbishment
The thermal performance standard of existing windows can be improved by repair, drought-stripping and working internal shutters.

Secondary glazing
Installing secondary glazing is a possible solution when replacement is not possible. Secondary glazing design must be discreet, composed of small frames and meeting rails concealed from view. It should be fitted immediately inside existing sashes or

at a suitable position within depth of the window reveal, being fixed to the case or the surrounding framework of the ingoes. Secondary glazing must not disrupt architectural features, e.g. shutters. The impact on an interior should also be considered in listed buildings and will be kept to a minimum.

Slim profile double glazing and double glazing in existing frames
If early glass or ornate glazing is present double glazed or slim profile double glazed units cannot be installed.

There should be no modification/routing of existing frames to accommodate glazing units. The units should fit within the existing window check. The new windows will match the originals as closely as possible. This installation of slim profile units should not after the original astragal arrangement.

Weights within the window frame will have to be altered to accommodate the additional weight of the slim line units. Listed building consent will be required in this instance; however submission of a window condition survey and planning permission would not be required

Fixing will be done with traditional putty or modern butyl based putty in listed buildings.

Removing original or historic windows
Will only be supported if it can be demonstrated to the satisfaction of the Council that the historic windows have deteriorated to an extent whereby repair is not possible. Applicants will be required to carry out a detailed window condition survey.

Replacement of original/historic windows

To ensure architectural integrity replacement windows shall replicate the historic design exactly in terms of materials, proportions, profiles and dimensions of frames and glazing bars/ astragals and method of opening and details. Drawings will specify cross sections, plans, relationship at jambs/ sills and details such as mouldings, at a scale of 1:5 at A3.

Replacement windows shall re-use historic glass including stained, leaded or etched glass, where this contributes to a building's character. Historic ironmongery should be salvaged, refurbished and re-used where it can be brought back into use. Original window fittings such as cord clamps, sash lifts, sash fasteners and hooks should be retained and reused where possible. Glazing in sash windows should be fixed in position with traditional putty or modern butyl based putty, rather than timber glazing beads.

On **listed buildings** joiner made, bespoke replacement joinery manufactured from pre-planed and profiled sections of timber will be the only type of replacement window which will be accepted.

On **public elevations of conservation areas**, timber sash and case windows are the expected and preferred option.

The uPVC sash and case **will only acceptable** in very specific instances and a sample will be supplied. uPVC sash and case must match the original/historic sash and case window in terms of proportions, profiles and dimensions of frames and glazing bars/ astragals and method of opening and details. If the details of the original are not known, authentic historic precedents can often be found on neighbouring properties. As a guide sash and case white uPVC windows will ensure:

- no more than 25mm of the outer window frame should be visible at the top and sides, once the window has been fitted into the masonry opening;
- the meeting rails must fully overlap.
- the bottom rail of the lower sash must be at least 75mm high.
- the glass must be recessed from the front face of the sash by at least 10mm
- on bay windows no more than 25mm of the frame should be visible in the window opening, the remainder being concealed behind the masonry window check. A frame which encroaches more then 25mm will not be acceptable.

On public elevations with conservation areas, on non-traditional, more modern buildings a broader range of materials and designs may be permitted, depending on the individual building and surrounding area. On **non-public elevations within conservation areas**, a more flexible approach when considering applications for replacement windows which are not visible from the street or are only visible from a private court.

New or widening existing openings
Proposals to increase the glazing area by removing stone or timber mullions will not be granted permission/ consent. Proposals to convert windows to door opening or to install new window opening on principle elevations will not be considered acceptable as this can create an unbalanced composition. New openings must be carefully located to avoid disruption to the characteristics of the surrounding external and internal context. Where the building forms part of a larger grouping, it may be necessary to consider the wider context of the group and the potential for a cumulative effect.

Proposals to increase the glazing area by removing stone or timber mullions which form the divisions in bipartite or tripartite windows will not be supported.

Astragals
Where there is clear photographic or physical evidence astragals have been removed, their replacement is encouraged, except where there removal demonstrates the evolution of glazing technology / a significant later re-modelling scheme or where the wider impact would be harmful (eg a terrace of properties where all the windows have had glazing bars removed and one property owner wishes to reinstate).

It is possible to determine the dimensions of replacement astragals by inspecting the original windows. Should original sash windows be used as the model, astragals must match the thickness of the original astragals, particularly in multi pane sashes. The width of the astragal will depend on the size of the window, the historic evidence, and proportions.

Astragals must be of timber or composite and carry through the sash to completely separate each pane of glass. Astragals applied to the surface of the glass (planted astragals) or sandwiched between the glass of double glazed units are not acceptable.

Where there is a complete change of window the internal profile of the astragals must be matched to the moulded profile of the existing sash - reproduce traditional mouldings appropriate to the period and detail of the building.

Ventilators
Where additional controlled ventilation is required it is preferable to provide this by means of discreet vents or by 'blocking down' top sashes. Ventilators, where required, should be located unobtrusively in the meeting rail. Prominent trickle vents or cutting ventilators through glass will not be acceptable. See Historic Scotland's Looking after your sash & Case windows.

Horns
Horns are not traditional in Aberdeen sash and case windows and as such are not acceptable in new windows, unless there is clear evidence they existed on the original windows. In such instances the design of the horns should match the original.

Colour
White is the colour of most existing sash and case windows in Aberdeen, and new windows will be white in order to encourage uniformity. Other colours will only be agreed to in exceptional circumstances.

Blocking up
The blocking up, in whole or in part, of original openings should only occur where the window makes little contribution to the building or area. In principle the blocking up should be done in materials that relate to the surrounding building and evidence of the opening, such as window surrounds, should be retained.

Re-opening
The re-opening of blocked windows will be encouraged only where this will reinstate the intended elevation treatment of the building. It will not be permitted in cases where blocking up has taken place during later alterations to the structure and where the earlier window openings consequently no longer relate to present elevation form.

Industrial/Institutional buildings
Industrial and institutional buildings have a variety of windows types, depending on their age and function. The original window type should be retained wherever practicable, although flexibility on window design may be acceptable to allow conversion to new uses. The glazing pattern should be reproduced and the manner of opening should be as close to the original as possible. Standard double glazing may be acceptable, provided discrepancies in the form, profile, section, materials and opening method are kept to a minimum.

Early Modern Metal Windows
Early modern metal framed windows should normally be repaired or replaced with matching windows of the same materials and design. New units manufactured from different materials will rarely be capable of accurately matching and will only be acceptable where exact replication of the original window is of less importance. In such cases, any discrepancy in form, profile, section and opening method should be kept to a minimum.

Casement Windows
Original inward opening casement windows are relatively rare and must be retained or identically replaced.

Doors

Traditional external doors and doorways are solid timber frame construction with inset panelling retained by mouldings. Throughout the 18th and 19th centuries panelled doors became standard for the main entrance of most types of building. In Aberdeen this was typically reflected in 4, 5 and 6 panel varieties in a number of different configurations. Most faults with traditional doors can be repaired, which can be less expensive than replacement.

The table summarises required actions when repairing and replacing doors. ✓ denotes the required action; **X** *denotes the action is not required; and* **0** *denotes a preferred action. Detail is provided within the text*

Doors	Listed Building	Conservation Area: Public Elevation	Conservation Area: Non public elevation
Retain and repair original/historic doors	✓	✓	**0**
Reinstate original types and arrangements	✓	✓	**0**
Remove unsympathetic additions	✓	✓	**0**
Refurbishment	✓	**0**	**0**
Replacement to match original/historic	✓	✓	**0**
Replacement timber with correct detailing	✓	✓	**0**
Replacement composite door – with exceptions	**X**	✓	**0**
Replacement door – uPVC, aluminium , DIY store etc	**X**	**X**	**0**
Reuse historic ironmongery and in replacements	✓	✓	**0**
Colour – dark and muted	✓	✓	**0**
Blocking up redundant doors	**X**	**X**	**0**
New openings	See relevant section	See relevant section	See relevant section

Repair, restore and retain
Original or historic doors and doorways, including side lights or fan lights must be repaired, restored and retained, and this will always be promoted over replacement.

Reinstate
The reinstatement of the original types and arrangements of doors and doorways will be encouraged. If there is no indication what the doors and doorways were like, then authentic historic precedents can often be found on neighbouring properties.

Removing unsympathetic windows
Modern doors and doorways which are unsympathetic should be restored to the original wherever possible.

Refurbishment
The thermal performance standard of existing doors can be improved by repair and drought-stripping.

Replacement
Replacement will only be supported where it can be demonstrated to the Council's satisfaction, that the historic doors have deteriorated beyond practical repair and evidence of this will be required as part of any application.

On **listed buildings and public elevations in conservation areas** the original door are replaced, new elements will exactly match the original. The new door should match the original in terms of proportion, profile and material, and reuse historic glass where this contributes to a building's character. If the property forms part of a group of uniform design, then any replacement should make reference to those of the neighbouring properties in style, design and size. On **listed building** joiner-made replicas will be required. Composite, aluminium and uPVC doors will never be acceptable. Doors with mouldings applied to resemble panelling or that introduce glazing within the door will not be acceptable.

On **public elevations in conservation areas** composite door solutions may be appropriate depending on the specified design proposed. If the existing door is surrounded with side lights and fan lights, and/ or mouldings these elements are required to be retained. If installing a composite door and door frame would result in the loss of these features the proposal will be refused. uPVC, aluminium or doors from DIY chain stores and flush plywood doors with mouldings applied to resemble panelling, or replacements that introduce elements of glazing within the door will not be acceptable substitutes.

Ironmongery
Original door ironmongery such as letterboxes, door knockers and handles should be retained and reused where possible. Where this does not survive, the replacement of modern fittings with items appropriate to the period of the building will be encouraged.

Colour
To encourage uniformity doors should be painted in an appropriate colour. Warm tones and darker colours complement granite. Other colours may be acceptable depending on the setting and street scene. Bright glosses and white paint should be avoided.

Stained or varnished wood finishes will only be acceptable on non-public elevations in Conservation Areas.

Blocking up

Doors in street frontages, even though no longer used, should always be retained in situ rather than being blocked up. If they are part of a terrace of uniform design they are a particularly important element of the architectural character and can normally be fixed closed in a manner that is reversible.

N*ew openings*

The original proportions of doorways and door openings on street frontages must always be retained, and proposals to recess a door either less or more deeply within the door opening will not be supported. New doorways should only be considered where they can be incorporated into the existing architecture and designed and detailed in a way that is compatible with the existing historic fabric. Great care should be taken to retain existing design patterns, symmetrical elevation or architectural details.

2.2.1 Introduction

Status of Supplementary Guidance
This Supplementary Guidance (SG) forms part of the Development Plan and is a material consideration in the determination of planning applications.

The guidelines set out in this document shall apply on a city-wide basis. The document is to be used for listed building and those within conservation areas. The principles are also applicable when designing shops which are yet to be built, i.e. those for new development sites. A new shopfront is not a replacement shopfront. The SG also provides guidance on signs for buildings insitu and for those yet to be built. Further guidance is provided for freestanding signs.

Introduction to Topic
Placemaking is paramount to creating successful places. The repair and replacement of shops and signs needs to be carefully considered. Historic and original features add to the overall pleasant experience of buildings and their wider surroundings. Inappropriate design, proportions or materials can detract from a building and streetscape.

New shops and signs need to be designed for their location to ensure they provide a positive experience to the streetscene.

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2.2.2 General Guidance

Proportions, materials, scale are the three most important elements of a shopfront and must always be at the forefront during the design process.

The guidance applies to existing and new shopfronts and signs on retail and commercial premises including banks, betting offices, restaurants, estate agents and beyond.

Understanding the shopfront

1 Understand the period of the building and the style of the shopfront
There are shopfonts from many different periods within Aberdeen. Those of merit or incorporating traditional features or proportions should be retained and restored.

2 Determine whether there are any original or important architectural features or proportions which need to be retained
The fascia, cornice, stallriser and pilasters frame the window and should be retained. Recessed doorways, including tiling, should be retained. Original proportions should be retained.

3 Identify any inappropriate additions which should be removed
Where historic shopfronts have been altered unsympathetically it may be possible to restore elements of the original or historic design on the basis of sound evidence. Large deep facias, sub fascia boards, cladding, unsympathetic signage and clutter will be removed.

Shopfronts should be designed for their context

1 Consider the relationship with the rest of the street
The relationship of the frontage to the established street pattern should be considered, particularly in terms of fascia and stallriser height and general proportions. Alterations should preserve and strengthen the unity of the street. One shopfront across two separate buildings will not normally be acceptable as it disrupts the vertical rhythm of the facades above.

2 Corporate identity
House style and corporate branding will be modified. Their design should be as a result of careful analysis of the context.

3 Consider the design principle
Shopfronts can follow traditional elements or be a modern shopfront within a traditional surround or be of a design that reinterprets the proportions and form of traditional shopfronts in a contemporary manner.

Signs

Signs should be appropriate to the character, height and period of the building and in proportion with the design of the building on which is it proposed. Consideration would need to be given to the impact of the proposed sign on the surrounding area. Innovative designs will be encouraged.

Shopfront

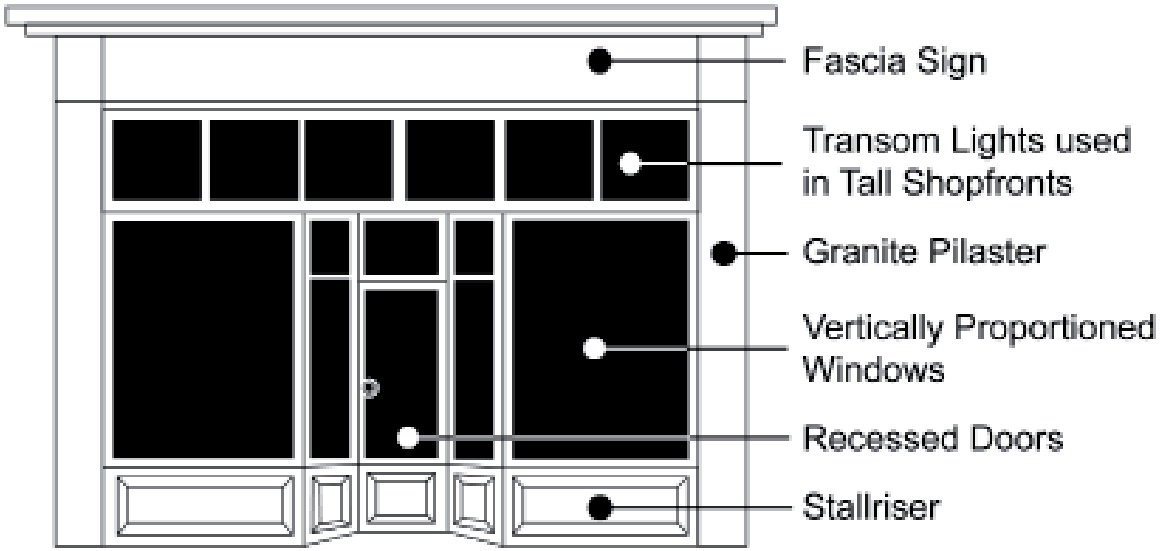

Figure 1. Traditional shopfront

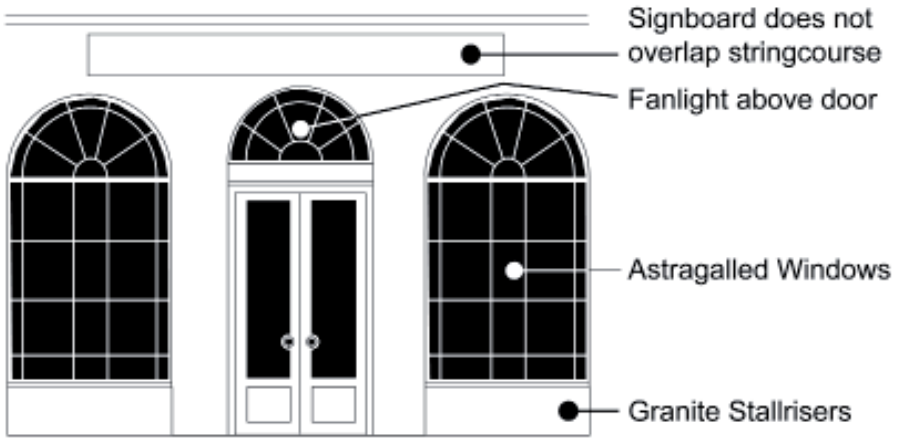

Figure 2. Traditional arched shopfrony as seen on King Street

2.2.3 Replacement shopfront guidance

Shopfronts must be designed to a high quality and respect their surrounding. The guidance covers listed building and those within conservation areas, and outlines principles that are expected on shopfronts outwith designed sites.

Materials:	Materials will be of the highest quality. Traditional shopfronts in Aberdeen are typically timber; however there are examples of other materials such as brass and tile. Timber is expected as it is the most versatile material; however other traditional materials will also be acceptable. If the proposal can demonstrate it meets all other criteria in this guidance, other materials such as powder coated aluminium may be considered within modern designs. The finished appearance, jointing and framing detail are important considerations to the overall aesthetic of the shopfront.	IMAGES
Fascias:	Fascias will be timber. However, if the proposal can demonstrate it meets all other criteria in this guidance, other material option may be considered Fascias must be correctly proportioned in relation to the building and the streetscene. The depth of the fascia should be kept to a minimum and respect the overall height of the shopfront. As a guide, the fascia should be no greater than 20% of the height of the entire frontage. Fascias should not obscure existing first floor windows or architectural features. There should always be a space between the top of the fascia and the windows of the floor above. Fascias must not extend beyond any stringcourse or other architectural feature. In a uniform terrace, or where a number of small shops	IMAGES

	occupy a single large building, fascia projections, positions and depth should generally line up to maintain continuity. The linking of two distinctly different buildings by a common fascia is inappropriate. In this instance, they should be read as two units with different architectural characterises.	
Sub-fascias:	Sub-fascia will not be permitted and the removal of existing sub-fascias is expected.	IMAGES
Pilasters, fascia, cornice, consoles:	Where original elements survive, these will be retained or, where they have been covered over or removed, they will generally be re-instated. This is particularly important where there are several shopfronts in one building and the continuous cornice and uniform pilasters are part of the architectural composition of the elevation. Pilasters should not be clad	IMAGES
Windows:	Windows must be proportioned to relate to the building and will be set in the same plane as the front of the building. Large expanses of glass will generally not be suitable alongside traditional shopfronts. Windows should normally be set in the same plane as the front of the building. Where there is a suspended ceiling in the shop, there are various ways in which full-height windows can still be used within the shopfront opening. Either by racking it back from the window or if a transom light is present using opaque glass. Other examples include using the suspended ceiling for advertisements.	IMAGES
Mullions and transoms	Windows should be sub-divided by means of mullions and transoms that have slender proportions. As a guide, transome lights occupy the top 15-20% of the shopfront under the fascia; the inclusion of these is encouraged. The proportion will vary depending on the shopfront.	IMAGES

Stallrisers:	The height of a stallriser will vary according to the overall proportions of the building and the style of shop front adopted. Stallrisers typically form no more than 20% of the overall height of the shop front though the proportion will vary depending on the shopfront. Stallrises will be constructed of timber, tile or granite. If a modern design is proposed modern interpretations of stallrisers will be expected.	IMAGES
Doors:	Doors are traditionally recessed and this is encouraged. Doors should be of a style and material which match the rest of the shopfront. Over scaled, well-proportioned doors are encouraged where appropriate Door furniture such as kick-plates, handles, letter boxes and finger plates offer further levels of detail for incorporation. Tile and threshold detailing are encouraged. Traditional doors, though predominantly glazed, should incorporate a solid panel in the lower part corresponding in height to that of the stallriser.	IMAGES
Awning	Existing traditional frames, boxes and rollers should be repaired and retained. Where new awnings are considered necessary they must form an integral part of the shopfont design and be fully retractable. The use of non-traditional awnings, such as fixed or dutch blinds, is not acceptable. Traditional canvas roller blinds with a matt finish are encouraged. Awnings must be positioned a minimum height of 2.3m from	IMAGES

	the level of the footway and stop 0.5m short from the kerb line and must not obstruct any road signage.	
Security	Consideration should be given to laminated security glass which will not change the visual appearance of the window Security measures for the windows and doors can be different from one another, and individual well detailed security gates are encouraged where the layout allows. Internal grilles, which are demountable, can provide a discrete appearance to the window. The use of internal grilles replaces the need for externally mounted shutters. There is a presumption against the use of roller shutters which deaden the street scene when the shop is shut.	IMAGES
Colour	There is no prescription on actual colours to be used; warm brightly toned colours as well as darker colours complement granite. Careful analysis should be given to its extent and contrasts across the shopfront. The most successful designs are likely to be those which use a limited colour palette. Large extents of one solid colour should be to be avoided. Colour can be used to highlight features.	IMAGES

Shopfronts on undeveloped sites

In undeveloped sites it may not be appropriate to design a shopfront with traditional detailing. The principles above guide what is expected in these circumstances. The following principles must be considered:

- The project should be considered in relation to its surrounding area and context,
- The proportions, scale, materials and design of the proposed building and any relevant adjacent buildings must be taken into consideration,
- A good contemporary design using high quality craftsmanship and materials will be encouraged.

All designs will make provision for advertisements, security, and enabled access.

Advertisements should be appropriate to the character, height and period of the building and in proportion with the design of the building proposed. Consideration would need to be given to the impact of the proposed signage on the surrounding area.

2.2.4 Signage

The guidance below applies to shopfronts across the city. This includes existing buildings, listed buildings, those within conservation areas, and those outwith a designated area. The guidance will also be followed when designing a new site which is yet to be developed.

Fascia signage	The expected method on a listed building or within a conservation area is painted lettering on a timber fascia or within the shopfront window. Individual cut out metal or powered coated metal letters may be appropriate if fixed to a rail. The size of the lettering should be in proportion to the fascia. As a rule, individual lettering should not exceed more than two thirds the depth of the fascia. Overly large lettering will be resisted. Care must be taken to reuse existing fixtures and fitting. The removal of signage can result in pitted, hole marked stone which detracts from the building. Bulky box fascias are not permitted within conservation area or on listed buildings. On undeveloped sites and on those out with designated areas illuminated box fascias may be appropriate if the box can be completely recessed into the building.	IMAGES
Hanging and projecting signs	Traditional top hung, free-swinging hanging timber signs suspended from brackets is the preferred approach. These will be of a size to complement the scale of the building. Hanging signs will generally have a maximum area no greater than 0.5sqm though this is relative to the shop front and building façade. Hanging signs with bracket, will project no more than 800mm from the face of the building. The use of traditional symbols to represent shops will be	IMAGES

	encouraged e.g. a chemist's mortar and pestle, a boot maker's boot. Signs of this nature may project more than 800mm. Hanging or projecting signs will not be an appropriate method of advertising if a building does not have a typical shopfront design. Alternative signage must be considered. On listed building and those within conservation areas non–illuminated box projection signs with bracket suspending the sign off the face of the building will only be permitted if the design is of very high quality and the sign and bracket project no more than 650mm from the face of the building. Box signs projecting directly from the building, i.e. those without a bracket are not supported in conservation areas or on listed buildings. Illuminated, bracket suspended box signs may be permitted on listed buidings and within conservation areas if they are of exceptional design quality and project no more than 600mm from the face of the building. Box projection signs may be used outwith conservation areas and on non-listed buildings, if the maximum overall projection (including fixings) from the face of the building is 700mm or less. There must only be one hanging sign per shopfront elevation, and located at a height which is not dangerous or obstructive to vehicles or pedestrians. Hanging and projecting signs must be positioned a minimum height of 2.3m from the level of the footway and stop 0.5m short from the kerb line and must not obstruct any road signage Care must be taken to reuse existing fixtures and fitting. The removal of signage can result in pitted, hole marked stone which detracts from the building	

Alternative signage	Alternative signage should be considered when a shop does not have a typical shop front design. Advertising on blinds and hand painted or applied lettering in windows, whist maintaining an open frontage, is encouraged. An internal suspended ceiling stepped up to meet the window can be used for signage Signage can also be placed internally but should allow maximum visibility into the shop. The materials used for internal signs will be more relaxed. Banners must be kept to a maximum of two in total, will not dominate the elevation, and must be fixed to existing features such as down pipes. Drilling into stonework is not encouraged	IMAGES
Upper floor	Signs should take the form of lettering applied directly to the window pane. Posters will not cover the entire window. Where first floor hanging signboards previously existed their reinstatement with high quality bespoke signage is encouraged, where it must re-use existing holes. However new projecting signs on upper floors are discouraged.	IMAGES
Name Plates for business on upper floors	Business and name plates at ground floor level can be acceptable if located beside the door and are no larger than one block of masonry of the wall to which it is fixed. Any existing fixings or existing holes will be reused.	IMAGES
Illumination	Consideration needs to be given as to whether illumination is required. If the shop is located in an area with street lighting, and is shut during the night there is no need for external illumination. When illumination is required external illumination will only be acceptable if it is static and unobtrusive, with unduly dominant lighting options being unacceptable.	IMAGES

	Lighting elements should be kept to a minimum, and must not interfere with architectural features of the building. Lighting and supply cables should be concealed as much as possible. No electrical wiring should be visible from outside of the premises. Details of wires and cabling must be included on submitted plans/drawings for listed buildings. <u>Fascia signs</u> Individual cut out letters can be internally lit or halo lit. Discreet spotlights painted out to match the backing material or fibre optic lighting may also be acceptable. Swan neck lights or trough lights along the fascia will not be acceptable on listed buildings or within conservation areas. <u>Hanging signs boards</u> If illumination is required, these should have discreet purpose built lighting, such as spotlights. <u>Box Fascia Signs</u> Only acceptable outwith designated areas or in areas which are yet to be developed, only the individual letters may be illuminated, whilst the background must remain opaque. <u>Box projecting signs</u> Generally acceptable outwith designated areas, illumination will be internal.	
Vinyls/Patterned glazing	Should not dominate the window space. Patterned or etched glass/vinyl can ensure an open frontage is maintained while still allowing a degree of privacy	IMAGES
Fixings	Non ferrous fixings will be used.	IMAGES

Advertisement in industrial areas

In premises located within the zoning B1 and B2 signage typically follows a more industrial nature.

The key principles when designing signage for these areas are:

- The proportions, scale, materials and design of the proposed building and any relevant adjacent buildings must be taken into consideration. Signage will not dominate the elevation where it is situated.
- The project should be considered in relation to its surrounding area and context.
- A good contemporary design using high quality craftsmanship and materials will be encouraged.

In areas located close to the airport the use of illumination will have to be carefully considered, and may be undesirable.

Advertisements in the West End Office Area

In premises located within the West End Office Area a balance needs to be struck between retaining the character and appearance and special historic interest of the conservation area and listed buildings and the acceptance and promotion of office use in the area.

Signage in West End Office Area will be of a high quality in design and materials. Business and name plates at ground floor level can be acceptable if located beside the door and are no larger than one block of masonry of the wall to which it is fixed. Any existing fixings or existing holes will be reused. Fixing methods will be non-ferrous.

Signage within car parks or entrance points will be minimal, and the use of granite slabs is expected and encouraged over other methods. Totem poles and freestanding signs, where deemed acceptable, must be of a scale, proportion, material and colour that do not harm the character and appearance of the conservation area.

2.3.1 Introduction

Status of Supplementary Guidance
This Supplementary Guidance (SG) forms part of the Development Plan and is a material consideration in the determination of planning applications.

The guidelines set out in this document shall apply, on a city-wide basis to listed buildings and those within conservation areas, unless otherwise stated. The document is applicable to residential, commercial, indusial and institutional buildings.

Introduction to Topic
Placemaking is paramount to creating successful places. When big buildings are located well, are of the correct proportions and design they can have a positive impact on a city. They can be a catalyst for change, provide greater densities and concentration of uses, bring greater accessibility to a range of amenities, and in themselves be an interesting feature in the streetscape and skyline.

2.3.2 General Guidance

A big building can be tall buildings and/or bulky buildings. Generally a big building is regarded as one that exceeds the general height of the surrounding built context and/or whose footprint is in excess of the established development pattern of the surrounding area.

Big buildings can have a positive impact on their environment. They can

- define places
- provide greater densities and concentrations of use
- bring greater accessibility to a range of amenities
- offer greater social intensity
- create the opportunity for different economies and uses at different times of the day and night
- be a focus of interest through their design

Site analysis and context

It is crucial that sites are identified as a result of a thorough analysis to understand the context. The design process will respond to site's opportunities and limitations. Big buildings must set exemplary standards in design because of their high profile and local impact.

Development proposals need to respect and consider:

Form	Mass	Scale
Height	Colour	Texture
Landscape	Climate	Connectivity
Changing seasons	Noise	Urban grain
Permeability		

Big buildings must be situated in close proximity to good public transport links to allow for access and an increase in pedestrian movement. Access for site servicing needs to be considered. Clustering big buildings is encouraged. It provides a strong sense of place and signifies the use/importance of an area. Pedestrian permeability in large, high density developments is essential to their integration with surrounding areas. Prominent access routes should be included along with associated high quality public realm improvements.

The most suitable location for big buildings is in the city centre and the immediate surrounding area. If a big building is proposed beyond these locations, it will be assessed against the criteria within the document. Buildings within industrial estates, such as warehouses would not be assessed against the supplementary guidance.

Visual analysis

A visual impact and analysis assessment of the proposal will be submitted with the application.

The near, middle and distant views are important considerations to assess how well big buildings will sit within their setting. For all significant view affected – near, middle and distant – images that show the proposed big building in context with the surrounding area shall be presented.

- The distant view is important because a big building will be seen within a wider context of buildings with a foreground and background.
- At a long distance big buildings are interesting and act as place markers defining areas of the city and it is their proportion, mass, silhouette, skyline composition, juxtaposition and lighting which are the most important factors.

- From medium to short distances the lower floors and their architectural detail becomes important because people are brought closer to the details – the materials, the textures, colours, uses, interiors, entrances become fundamental to our appreciation of the building as the importance of height, scale, mass and juxtaposition with other buildings generally diminishes.
- The detailing of how the building meets the street is extremely important.

Building design

Upright proportions

Big buildings will have well designed proportions and an interesting silhouette to complement the existing streetscapes and the skyline. Buildings that are bulky in form will have a vertical appearance to the elevations to minimise their bulky appearance.

A mix of uses

Big buildings can be stand–alone or part of a larger complex of buildings with smaller buildings wrapped around the base. A mix of uses is encouraged. Ground and lower floors will have active frontages encouraging activities. Top floors and accessible roof terraces are likely to provide good views across the city and useable out-door space. The roof can introduce distinct elements to the building making it more interesting to look at from street level.
Consideration of all elevations and their impact on the street scene is fundamental to good design.

Environment Issues

Big buildings need to consider the following environmental issues.

- Overshadowing.
- The diversion of winds to ground level.
- Glare reduction.
- Night time appearance.
- The environment and amenity of those in the vicinity of the building.
- Potential impact on radio, communications and television equipment.
- Contribution to urban heat island effect.
- Impact of illumination.
- Potential impact on bird and animal movements due to height.
- Rainwater runoff.

A lighting management plan may be required. Energy efficient technologies and building managements systems will be required.

Materials, Colour, Craftsmanship and Detailed Design.

Building will be of a high quality design and constructed from high quality materials. There will be low maintenance implications.
Colours and textures of materials must demonstrate a complementary or contrasting relationship with granite
Good quality detailing is expected, as this adds visual and tactile interest, creating an interesting building to look at reinforcing distinctiveness, attractiveness and quality of a place. Detail between different materials, particularly those brought together at the junctions are fundamental.

Building proposals shall include a design and access statement that sets out architectural and townscape ambitions and demonstrates the achievement of excellent design in sufficient detail to allow a suitability assessment to be made.

Maintenance & Future Proofing

Designing for long term sustainability flexibility and changing function is fundamental. The long-term resource and energy efficiency of big buildings will be enhanced if their design can be adapted over time, this includes flexible internal re-arrangement. All buildings should have a robust management plan to address maintenance issues.

Green credential

Developments will adhere to and go beyond low and zero carbon measures and will move towards low carbon communities.

Planning Process

Proposals for big buildings, if national or major developments, must follow the statutory consultations procedures. If Proposals for big buildings do not come under the national or major classification it is advisable that agents make use of Aberdeen City Council's pre application discussion process, Aberdeen City and Aberdeenshire Design Review Panel, Architecture and Design Scotland's Design Review Panel and Design and Historic Environment Statements.

Big buildings should

- complement or improve the existing site context, consider the natural topography, scale and height of structures, urban grain, streetscape and built form, open spaces, effect on the skyline,
- respect, reinforce and, where applicable create views
- make a positive contribution to the skyline when viewed from all angles from near, middle and distant views, both during the day and a night
- consider the environment and amenity of those in the vicinity of the building, consider silhouettes, micro climate, overshadowing, glare reduction, night time appearance, internal and external lighting
- at street level, present an active frontage and human scale of development and, where feasible, include publically accessible areas within the building
- be situated in areas where existing topography, urban scale and transport make them sustainable
- respond to the street and public space around it
- have a well designed vertical emphasis
- be constructed of high quality materials, craftsmanship and have detailing with low maintenance implications
- provide fully integrated servicing arrangements which are, wherever possible, off street
- comply with Civil Aviation requirements and those of other telecommunication, television and radio transmission networks
- be adaptable over time and should utilise best sustainable practices
- contain a mix of uses rather than reply on a single use to achieve a viable development. It may be appropriate for big buildings to form part of a wider development mix with smaller scale buildings that reduce any dominating impact.

2.4.1 Introduction

Status of Supplementary Guidance
This Supplementary Guidance (SG) forms part of the Development Plan and is a material consideration in the determination of planning applications.

The guidelines set out in this document shall apply, on a city-wide basis to listed buildings and those within conservation areas. The document is applicable to residential, commercial, indusial and institutional buildings.

Introduction to Topic
The stonecleaning of buildings requires careful consideration. It can provide a dramatic change in the appearance of a building and the street in which is it situated but can also increase the speed of granite decay and re-soiling.

Stonecleaning by physical or chemical processes can reduce the levels of salt present at the surface of the granite, which is likely to have the effect of reducing the rate of decay of the granite.

Stonecleaning can reveal staining, poor previous repairs and surface damage. It may also remove the natural patina making re-soiling much easier. Cleaning materials may contribute to the decay of the mortar and the stone. Re-soiling of a building begins immediately after cleaning. Anyone proposing to clean a granite building should therefore, be aware that the granite could return to its earlier state, or worse, quite quickly after cleaning.

Guidance on the methodology, the report and the most common cleaning methods are to be found within Aberdeen City Councils Technical Advice Note: Traditional Building Care and in Historic Scotland's Technical Advice Note 9: Stonecleaning of Granite Buildings.

2.4.2 General Guidance

Stonecleaning should be approached on a damage limitation basis; if doubt persists, the option **not** to clean should be adopted.

Specialist professional skills should be sought to undertake analysis and, where acceptable, design a suitable cleaning method and undertake work.

The cleaning of listed buildings or buildings in conservation areas by abrasive, chemical or high pressure water method above 50p.s.i, will only be permitted if:

- The stonework is in sound condition;
- The most appropriate method of cleaning is established by a consultant's report in accordance with the methodology set out in Historic Scotland's Technical Advice Note 9: Stonecleaning of Granite Buildings; and
- The consultant's report demonstrates that this method of cleaning will not prejudice the long-term structural integrity and appearance of the building.

Re-cleaning of granite on a regular basis will not be acceptable.

Permission will not be given to clean individual properties when they comprise only part of a building facade, either the facade of a single building or a terrace designed as an architecturally unified composition. Permission will not be given to clean only part of a building.

Where previous stonecleaning has taken place the stone consultants report must provide strong justification for the proposal.

2.5.1 Introduction

Status of Supplementary Guidance
This Supplementary Guidance (SG) forms part of the Development Plan and is a material consideration in the determination of planning applications.

The guidelines set out in this document shall apply, on a city-wide basis to listed buildings and those within conservation areas, unless otherwise stated. The document is applicable to residential, commercial, indusial and institutional buildings.

Introduction to Topic
The use of temporary building may be covered by permitted development rights. When not covered by permitted development rights planning permission is required. The placement and length of time a temporary building is in place can have significant impact on the appearance of the building next to which it is located and to the streetscene.

2.5.2 General Guidance

Temporary building can be portable or demountable and are designed to cater for short term needs.

Commercial buildings

Portable buildings and Demountable Buildings

'Portable buildings' are regarded as buildings which have integral jack-up legs for support and are of such a design that, upon disconnection of any mains services, they may be craned away and transported as a unit from site to site. 'Demountable buildings' are regarded as buildings which are erected on site using prefabricated sections to form a building which is fixed into prepared foundations, and is therefore of a more permanent nature. Portable buildings resting on bricks, concrete blocks etc., will not be regarded as demountable buildings.

To be granted planning permission, portable and demountable units must:

- be sited in a location where there is no harm to the visual amenity of the area;
- avoid the loss of existing car parking spaces; and
- not be sited on landscaped amenity areas, especially those with established tree and shrub planting

Planning permission for **portable buildings** will be granted a year-to-year basis, up to a maximum of three years. Permission will not be given for the retention of portable buildings beyond the three year maximum duration. Planning permission will only be granted contrary to these criteria in exceptional circumstances.

In recognition of their greater durability, planning permission for **demountable buildings** will be granted for an initial period of five years. Thereafter, units may be considered for additional shorter periods if:

- the buildings have been maintained in a satisfactory condition; and
- the applicant can present a justifiable case for the continued use of temporary building rather than the erection of a permanent replacement

Permission for retention of such units beyond ten years will only be granted in exceptional circumstances which have been very carefully considered on their own merits.

Residential Building

Sites for temporary residential use will only be permitted to accommodate temporary workers during construction of a specific infrastructure development

Proposals will be required to demonstrate satisfactory provision of water, drainage and refuse disposal facilities where not provided within the temporary residential buildings.

Removal of the structures and restoration of the site will be required within 3 months of the completion of the development. Please note temporary halting sites are outlined within the Gypsy Traveller section of the Planning Obligations Chapter.

2.6.1 Introduction

Status of Supplementary Guidance
This Supplementary Guidance (SG) forms part of the Development Plan and is a material consideration in the determination of planning applications.

The guidelines set out in this document shall apply, on a city-wide basis to listed buildings and those within conservation areas, unless otherwise stated. The document is applicable to residential, commercial, indusial and institutional buildings.

Introduction to Topic
Landscaping is commonly used in the design and layout of external areas around developments. It can inform the process of designing, locating and positioning buildings so that they are well placed in their surroundings, are more sustainable, and have respect for the wider environment. It can make developments more attractive and help to give a sense of place.

Further guidance on supporting landscape information, planting requirement, native species, amenity species, information for landscape plans and landscape guideline please see the Council's Technical Advise Note TAN: Landscape.

2.6.2 General Guidance

Landscape and Townscape Character
When designing new development, essential characteristics will be conserved or enhanced. A fundamental part of the site assessment must include the site's landscape characteristics which range from topography, soil type, existing features including trees and planting, habitat and biodiversity considerations.

Development Proposals
Developments need to consider their impact on:

- distinctive elements or features which impart a sense of place;
- intermediate areas that allow open views between vantage points (public roads, paths or recreation areas), and landscape features that give a sense of place;
- natural resources such as trees or woodlands, wildlife habitats, natural heritage sites, waterbodies, and open spaces; and
- green buffers between settlements.

Layout and Design
Details of hard or soft landscaping, or a combination of both, will be required to be submitted as part of a planning application for development.

Soft and hard landscaping forms a central part of the design and layout of any development. It creates settings for buildings, attractive open spaces, helping to guide pedestrian movement, and providing refuges for wildlife. Open space has the potential to be multifunctional and capable of serving a number of functions and adapting to different uses while promoting a range of benefits.

The design and layout of the landscape of any development shall demonstrate that it:

- preserves landscape and townscape character;
- shall help relate adjoining areas, buildings or features, maintain a sense of place or identity, and may be used to mitigate any adverse aspects;
- retains trees, vegetation and open spaces as a means of lessening climatic effects and as a valuable landscape, recreation and wildlife resource;
- minimises the use of hard ground surfacing and maximising the use of more natural or permeable materials, and Sustainable Urban Drainage Systems (SUDS);
- provides direct linkages for pedestrian movement and placing less reliance on car travel,
- places buffers strips alongside waterbodies,
- ensures that all the green/blue space within the development site is "connected to" green/blue space on adjacent areas (whether they are developed or not) so that the integrity of the City wide green network is both maintained and enhanced,
- native tree/shrub/plant species appropriate to the location should be used both to help maintain biodiversity and achieve lower maintenance than usually obtained by the use of non-native and or "garden/park" species;
- uses building and landscaping materials only from sustainable sources; and
- helps to optimise the energy efficiency of buildings

Residential layouts
The layouts for flatted residential schemes shall have clearly defined public and private spaces. In private courts **at least 50%** of the external space shall be used as amenity ground, open space

and landscaping. Individual flats or houses shall be designed to make the most of any opportunities offered by the site to optimise views and sunlight. Residents of flatted developments shall have access to sitting-out areas. This can be provided by balconies, private gardens, terraces or communal gardens.

Rear gardens of houses up to 2 storeys in height should have an average length of at least **9m** and houses of more than 2 storeys should have garden lengths of at least **11m.**
There must be additional space provided for:-

- drawing cars completely off the road;
- clothes drying out of public view;
- sheds and greenhouses;
- refuse bin storage;
- lawns; and
- future extension of buildings, for example for conservatories.

Commercial layouts
A soft landscaping scheme is expected to form **at least 15%** of site coverage for commercial and industrial proposals. With other developments, especially residential, there will be an additional requirement for the provision of formal or informal open spaces.

Soft landscaping details
Soft landscaping can act as a buffer between developments, increase the amenity of an area, provide visual interest and detail along with increased biodiversity, especially where appropriate native species are used and lower maintenance can be achieved.

Soft landscaping treatments will be expected to cover a substantial proportion of any site and provide a definite structure for the development.

Landscape plans shall show precisely how proposed trees and shrubs are to be distributed around sites, and whether it is proposed to retain, remove, or replace existing elements. Planting details shall include reference to specific species, their precise location, grouping arrangements, density or spacing, and planting sizes (see Appendix 1 for planting requirements). Landscaping schemes will incorporate a diversity of species and heights for interest, colour and variety. A proportion of native species shall be incorporated into landscape schemes (A suitable list of species is given in Technical Advice Note: Landscape).

Areas for planting need to be of sufficient size to hold species which will have some landscape impact, be in scale with adjacent buildings, and accommodate planting without affecting adjoining areas or vice versa.

Hard landscaping
Hard landscaping, especially for the areas around vehicular entrances, car parking and the immediate surrounds of buildings, must be considered as a fundamental part of the design which, integrated with soft landscaping, shall have an attractive appearance as well as a functional purpose.

Hard landscaping proposals need to consider permeability and run off. The methods of disposing of surface water from car parks, hard standings and pathways, shall comply with the SUDS in agreement with the Scottish Environment Protection Agency. Further guidance can be found in the Natural Heritage Supplementary Guidance.

Boundary Treatments
Existing boundary elements such as landscape strips, hedges, tress, walls, dykes, fences, gates and gate piers that contribute to local landscape character shall be retained or reinstated, and incorporated into the design.

Boundary enclosures, for screening, privacy or security shall be designed to provide a good visual external and internal presentation for development sites. Prickly plants can also act as a deterrent for security purposes (Please see Aberdeen City Council's TAN: Landscape).

The use of low mounding or earth modelling, with a gently rounded form, of between 900 and 1000mm in height, can serve to enhance the screening potential of planting and can be especially effective for screening car parking, open storage or ground clutter around buildings.

Slopes
Where slopes are proposed, for screening purposes, or as ground modelling to enhance overall design, steeper slopes will be avoided, especially where over one metre high. Steeper slopes can be used to accommodate landscape planting and woodlands.

Ground level changes shall show a degree of natural undulation and the extent of works be clearly marked on drawings. Slopes will avoiding sharp angles and completely flat faces, and shall be no steeper than 1 in 5. Where steeper slopes are unavoidable, 1 in 3 shall be regarded as the maximum**.**

Garden ground on a slope will need to be functional and usable amenity space.

Car Parking
Approaches to front entrances of buildings will be provided with an appropriate landscaped setting, and not through a large expanse of car parking. Pedestrian movement shall be designed to accommodate the most direct routes between places. Large car parking areas shall be sub-divided into compartments and screened from general view by means of hedging, informal shrub and tree planting, or by walls, fences or other vertical structures.

Landscaping shall be used to provide
- peripheral screening and boundary treatments,
- hard surfacing that will relate to and link with the buildings,
- methods for demarcating parking bays, and
- internal divisions within large parking areas. Sufficient space for landscaping must be provided that will allow planting to survive without a constant threat of damage, especially at the edges of planting beds.

Planting towards the middle of the car parking lines are preferred to smaller areas of planting at ends of car parking bays. These shall emphasise and enhance pedestrian routes to and from the buildings, provide visual amenity and will have a more successful survival rate.

Planting in car parks need an absolute minimum space of 4 square metres. Planting beds shall have a hard landscaped edge at least 300mm wide. The overhang of cars must be taken properly onto account in the design if plants are not to become physically damaged, or polluted by exhaust fumes.

Where space is at a premium, thought shall be given to using chevron parking arrangements, traffic barriers and vertical screen elements like hedging, to make internal landscaping a feasible proposition.

Further guidance on car parking standards can be found within the transport and accessibility Supplementary Guidance of the Transport, Air and Noise chapter

Landscape Establishment and Maintenance
The implementation of landscape schemes shall be properly time-tabled into the construction process. Advance structural planting will be required for all major greenfield developments. Planning conditions relating to planting and maintenance may be applied to planning applications.

2.7.1 Introduction

Status of Supplementary Guidance
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Introduction to Topic

Aberdeen City and Aberdeenshire Councils, in association with Aberdeen City and Shire Economic Future (ACSEF), Scottish Enterprise, and other stakeholders, support the Energetica project. Within the Energetica area development must make a contribution to the quality of life, environmental performance and economic development targets. This contribution will result in the transformation of the Energetica area into a high quality lifestyle, leisure and, ultimately, a global business location showcasing the latest energy and low carbon technology.

2.7.2 Energetica

We will approve development in the Energetica area, subject to other policies, if:

- It is demonstrated through mix, use and design of structures, that innovation and experimentation have been employed in the pursuit of the highest levels of economic, social and environmental sustainability; AND
- It is demonstrated that the energy performance has been carefully considered in the design process and has resulted in buildings and layouts which have exemplary energy performance or introduce innovation in this regards; AND
- Buildings demonstrate future-proofing through flexibility in their design to allow for easy extension and/or conversion to other uses over the full life-span of the building; AND
- It is demonstrated that the layout and design of buildings promotes the creation of social hubs, civic spaces, streets as places and active frontages within developments; AND
- It is demonstrated that the implementation of open space requirements emphasise the aspiration for active lifestyles within the area; AND
- There is a commitment to the provision of high quality landscaping which contributes to a unified sense of place within the area.

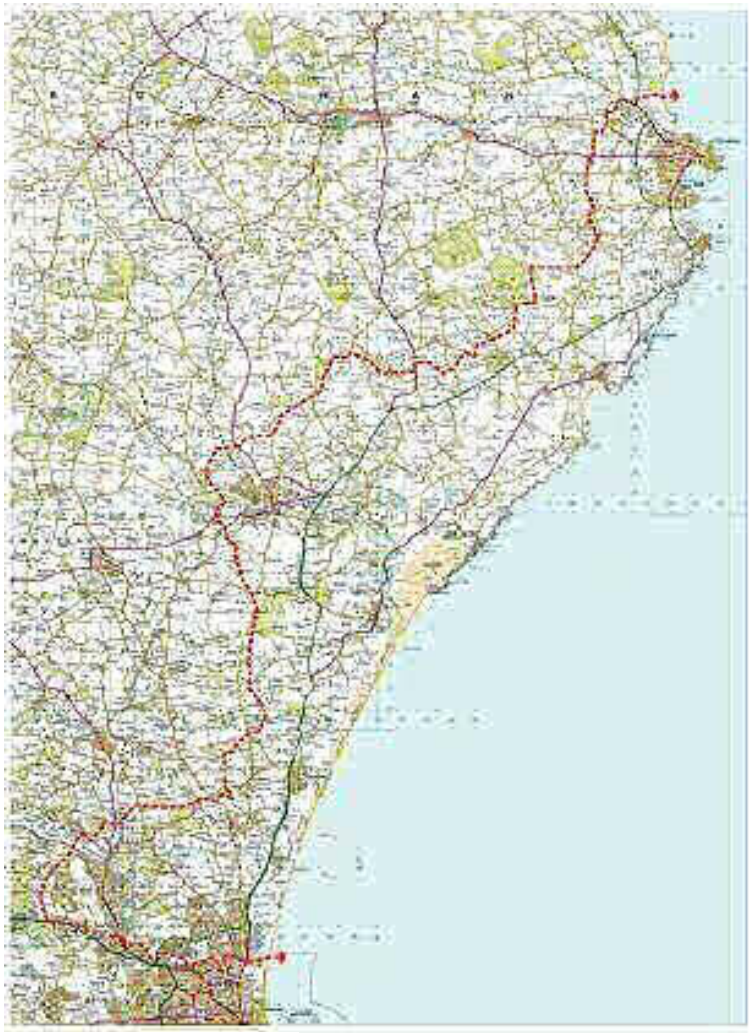
Major developments will be required to provide an Energetica Compliance Statement to demonstrate that the above criteria have been fulfilled to the satisfaction of the planning authority. This may be included as part of the Design and Access statement. Local developments are also encouraged to provide Energetica Compliance Statements

Planning advice is published separately as a guide to achieving these specific requirements. This advice also sets out appropriate responses to meeting other, more general, planning policy requirements.

Aberdeen City and Aberdeenshire Councils accept that the scale of contribution made by the development to Energetica should be proportionate to the scale of the development proposed. Where documents are subject to an agreed masterplan or other design document as defined in the Council's Supplementary Guidance on masterplanning, these should translate Energetica aspirations into layout and design of new developments to ensure a coherent identity in the Energetica area. It does not apply to householder planning applications, advertisement consent or planning applications of an agricultural nature.

It is recognised that many of the planning and design actions required to achieve this ambition are common for all developments across Aberdeen City and Aberdeenshire. In addition it is expected that development in the Energetica area will lead by example on issues such as: the mixture and co-location of facilities to create business villages; environmental sustainability and performance; landscaping and greenspace management; travel; and built form.

Energetica Area:



Glossary

Astragal: A glazing bar separating panes of glass within a window.

Awning: essentially a Victorian invention whereby a metal frame at either side of the shop front supports a retractable canvas housed under the fascia.

Biodiversity: The variety of plant and animal life in the world or in a particular habitat, a high level of which has been recognised by the Scottish Government as important and desirable to our economy. The Scottish Government expects biodiversity to be mainstreamed within all development.
http://www.scotland.gov.uk/Publications/2013/06/5538

Cornice: the top section of the fascia and marks a division between the shop and the building above.

Conservation Area: Conservation Areas are areas of special architectural or historical interest, the character or appearance of which it is desirable to preserve or enhance. Such areas are designated by the local planning authority. Details of the Conservation Areas in Aberdeen can be found via www.aberdeencity.gov.uk/masterplanning.

Consoles – a form of bracket, of uniform width with the sides carved in the form of an upright S with the lower curve smaller than the upper. They provide a strong visual stop to both the horizontal and vertical elements of the shop front.

Demountable grille - a rigid open lattice, grating, mesh or screen constructed of metal. These are generally less obtrusive, and a more reversible alteration to a shop front as no box housing or runner guides are required and the grille itself is less visible and more open than a roller shutter.

Fascia: located at the top and typically runs along the length of the shop front as a base for applied signage

Fenestration: The arrangement / pattern of the windows in a building.

Hard landscaping: products comprise of paving, block paving, and water features, as is found in paths, driveways, carparks, and walls

Listed Building: Working on behalf of Scottish Ministers, Historic Scotland inspectors identify buildings which are worthy of statutory protection. These are 'Listed Buildings'. The criteria by which the Scottish Ministers define the necessary quality and character under the relevant legislation are broadly; Age and Rarity; Architectural Interest; and Close Historical Association. A list of listed building is available from Historic Scotland
www.historicscotland.gov.uk/historicandlistedbuildings.

Listed Building Consent: Although the listing of a building should not be seen as a bar to all future change, strict controls

do exist to ensure that works undertaken to Listed Buildings are appropriate. Listed Building Consent is obtained through an application process which is separate from, but runs parallel to, applications for planning permission. This separate regulatory mechanism allows planning authorities to ensure that changes to listed buildings are appropriate and sympathetic to the character of the building.

Material: The substance or substances out of which a thing is or can be made.

Mullion: A vertical piece of stone or timber dividing a window into sections.

Overshadowing: To cast a shadow over; darken or obscure.

Pilasters: shallow piers or rectangular columns projecting only slightly from the wall. They frame the side of the shop front and emphasis the subdivision of the frontage into separate units of plot width. In Aberdeen many pilasters are constructed from the same materials, granite, as the remainder of the building.

Proportion: the relation between elements and a whole.

Public elevation: parts of a building or structure that can be seen from a public area, such as a road, path, lane or open space.

Roller shutter - a rigid or roller shutter with laths which obscure the window display and prevent visibility into the shop.

Sash and Case Window: A window that slides vertically on a system of cords and balanced weights.

Scale: The size or apparent size of an object seen in relation to other objects, people, or its environment or format.

Soft landscaping: planting, lawned areas and tree planting. Soft landscaping perform a valuable function. It supports biodiversity, especially when native planting, converts CO2, and can lessen the movement of rainwater to minimise erosion and flooding.

Stallriser: The vertical area between the sill and ground level.

Topography: The surface features of a place or region.

Transom: horizontal elements that subdivide panes of glass and are typically found at, or over, door height

Urban Grain: the existing developments surrounding the site and how these come together to form a space. This underpins how people feel in and use a place – the sensory characteristics of a place.

Urban heat island effect: is a metropolitan area that is significantly warmer than its surrounding rural areas due to human activities.

Further Reading

National Guidance

Scottish Planning Policy (2014)
Creating Places (2013)
Designing Streets (2010)
Scottish Government's Planning Advice Note (PAN) 59: Improving Town Centres (1999)
Scottish Government's Planning Advice Note (PAN) 77 Designing Safer Places (2006)
Scottish Government's Planning Advice Note (PAN) 78 Inclusive Design (2006)
Scottish Government's Planning Advice Note (PAN) 71 Conservation Area Management (2004)
Scottish Government's Planning Advice Note (PAN) 44 Fitting New Housing Development into the Landscape (2005)
Scottish Government's Planning Advice Note (PAN) 67 Housing Quality (2003)
Scottish Government's Planning Advice Note (PAN) 72 Housing in the Countryside (2005)
Scottish Government's Planning Advise Note (PAN) 60 Planning for Natural Heritage
Scottish Government's Planning Advice Note (PAN) 65 Planning and Open Space (2008)
Scottish Historic Environment Policy (2011)
Historic Scotland's Managing Change series
Historic Scotland's Technical Advice Note 9: Stonecleaning of granite buildings
Historic Scotland's Maintaining your home: A short guide for homeowners
Historic Scotland's Looking after your sash and case windows: A short guide for homeowners (2002)
Historic Scotland's Inform Guide-Maintaining Sash and Case Windows
Historic Scotland's Traditional Shopfronts: A short guide for shop owners (2010)
Historic Scotland's Inform: Improving energy efficiency in traditional buildings
Historic Scotland's Inform: Ventilation in Traditional Houses
BS 3936 Nursery Stock, Trees and Shrubs.
BS 5837:2012 Trees in Relation to Construction
Forestry Commission Scotland 'The right tree in the right place' (Planning for forestry and woodlands) 2010
Scottish Natural Heritage: New Housing, settlement expansion and the natural heritage
Scottish Natural Heritage: Landscape policy and guidance

Local Guidance

Aberdeen City Council's Conservation Area Appraisals and Management Plan
Aberdeen City Council's suite of Supplementary Guidance
Aberdeen City Council's Technical Advice Note: Traditional Building Care
Aberdeen City Council's Technical Advice Note: Landscape

Web resources

Historic Scotland's Technical Conservation Knowledge Base
Landscape Institute

aberdeen local development plan

Topic Area 3 – Design.

Modifications to existing buildings and curtilages.

Contents

3.1.1 Introduction

This Supplementary Guidance (SG) forms part of the Development Plan and is a material consideration in the determination of planning applications.

The aim of the guidance is to;

- promote the development high quality design solutions;
- foster greater consistency in planning decision making
- provide advice and guidance to those who are considering countryside steading conversion;
- promote and encourages the use of traditional materials and building techniques;
- restrict incremental expansion of traditional buildings;
- advise on the acceptability of curtilage splits or redevelopment of residential curtilages.

3.1.2 Householder Development: General Considerations

Elsewhere in this document, guidelines are set out in relation to specific types of development. In addition to those specific criteria, the following principles will be applied to **all** applications for householder development. In the case of dormer windows, rooflights and roof extensions, the guidelines will also extend to originally residential properties now in non-domestic use.

Good quality design, careful siting and due consideration of scale, context and design of the parent building are key to ensuring that development does not erode the character and appearance of our areas. Poorly designed extensions and alterations can have a significant impact on the character and appearance of a building which, when repeated over time, can have a significant cumulative impact upon the wider area. We can seek to retain the characteristics of the built environment which contribute towards the character and identity of an area, while also protecting the amenity enjoyed by residents. This document seeks to facilitate good design and provide a sound basis for restricting inappropriate development.

Proposals for extensions, dormers and other alterations should be architecturally compatible in design and scale with the original house and its surrounding area. Materials used should be complementary to the original building. Any extension or alteration proposed should not serve to overwhelm or dominate the original form or appearance of the dwelling and should be visually subservient in terms of height, mass and scale.

No extension or alteration should result in a situation where amenity is 'borrowed' from an adjacent property. Significant adverse impact on privacy, daylight and general amenity will count against a development proposal.

No existing extensions, dormers or other alterations which were approved prior to the introduction of this supplementary guidance will be considered by the planning authority to provide justification for a development proposal which would otherwise fail to comply with the guidance set out in this document.

The built footprint of a dwelling house as extended should not exceed twice that of the original dwelling.

No more than 50% of the front or rear curtilage shall be covered by development.

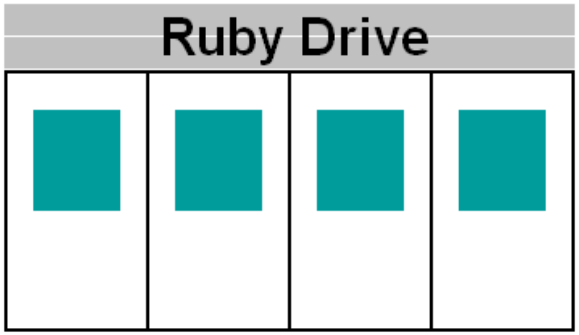
The Town and Country Planning (General Permitted Development) (Scotland) Order 1992, as amended allows for householders to insert rooflights without the need to apply for planning permission, provided those works are carried out in accordance with certain criteria. Further guidance can also be found from Circular 1/2012: Guidance of Household Permitted Development Rights.

3.1.3 House Extensions

The Town and Country Planning (General Permitted Development) (Scotland) Order 1992, as amended allows for householders to extend their property without the need to apply for planning permission, provided those works are carried out in accordance with certain criteria. Further guidance can also be found from Circular 1/2012: Guidance of Household Permitted Development Rights. Where permission is required, the following general rules will apply;

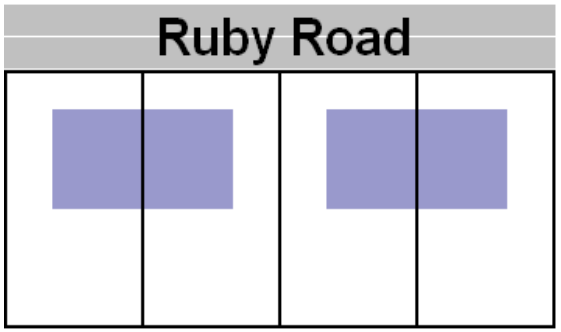
Rear and Side Extensions

Detached Dwellings



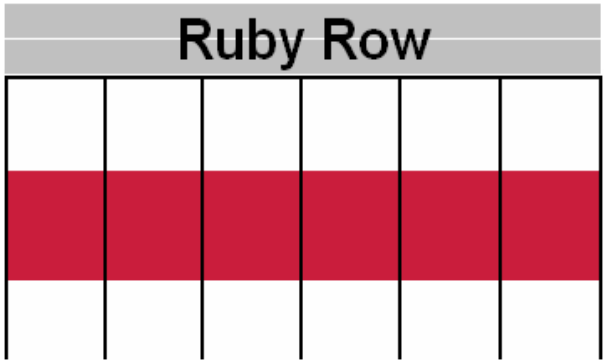
a) The maximum dimensions of any single-storey extension will be determined on a site-specific basis.
b) On detached properties greater than single-storey, extensions greater than single-storey will generally be possible, subject to the considerations set out in the 'General Principles' section above.

Semi-detached Dwellings



a) Extensions greater then single-storey may be possible on buildings greater than single-storey, subject to the design considerations set out in the 'General Principles' section above. The projection of such extensions will generally be restricted to 3m along the boundary shared with the other half of the semi-detached property when measured from the line of the wall forming the rear elevation.

Terraced Dwellings

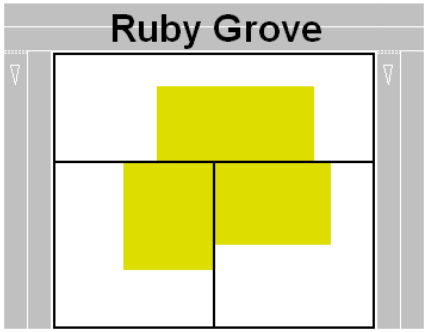


a) Single storey extensions to terraced dwellings will be restricted to 3m in projection along a mutual boundary.

b) Extension of more than one storey will normally be refused where the proposal runs along a mutual boundary unless it can be demonstrated that the specific circumstances of the site and the proposal justify a departure from the above.

c) Proposals for extensions to end-terrace properties will be subject to these standards unless it can be demonstrated that the specific circumstances of the site and the proposal justify a departure from the above.

Grouped Terraces



a) Extensions should not project forward of any established building line

b) Single-storey and 1½ storey extensions to group terrace properties will be restricted to 3m in projection from the rear wall of the original dwelling

c) Two-storey extensions to grouped terrace properties will not normally be acceptable.

Front Extensions

Front and bay window extensions may be considered acceptable in situations where impact negatively on the character or amenity of the building and the surrounding area. In all cases the established building line of the street will be respected.

In assessing applications of this nature, the following will apply;

- Front porch extensions of any type should be of a scale and design which is complementary to, and consistent with, the original dwelling. Modest porches will generally be acceptable, but these should not incorporate additional rooms (e.g. toilet, shower room), and should not detract from the design of the original building or the character of the street.

- In all cases, careful consideration will be given to (i) impact on adjacent property; (ii) visual impact; and (iii) the extent of any building line and the position of the adjacent buildings generally.

- Within a Conservation Area, it will not be permitted to add a front extension to any property which forms part of an established building line.

- Given the wide variety of house types across the city and the existence of 'dual-frontage' dwellings, it will be for the planning authority to determine which elevation forms the principal elevation of a dwelling for the purposes of this guidance.

- Any front porch extension should incorporate a substantial proportion of glazing, in order to minimise its massing and effect on the streetscape.

- It may be permissible to incorporate bay windows on front elevations, subject to an appropriate restriction in depth and an acceptable design outcome which will complement the original property. The design and scale of such extensions should reflect that of the original dwelling, and should not be utilised as a means to secure significant internal floorspace.

3.1.4 Ancillary Buildings including garages, sheds, greenhouses etc. (but excluding stand alone dwelling houses)

In many cases ancillary buildings may be classed as permitted development. Further guidance on permitted development rights can be found within the Scottish Government Circular 1/2012 Guidance of Householder Permitted Development Rights. If planning permission is required, the following rules will generally apply;

- Buildings within the residential curtilage should be subordinate in scale and floor area to the main house.

- Ancillary buildings should not have a negative impact on the character of the surrounding area.

- Proposals will be assessed for their impact on the amenity of the area and on neighbouring property (e.g. loss of daylight) in the same way as extensions.

- Some points to note when planning your development:

  - the use must be “ancillary to the enjoyment of the dwelling house”; for instance; gardening, maintenance or hobbies; and not for a commercial business.
  - in flatted properties, the way that the garden ground is allocated and the position of neighbouring windows may restrain the size or position of any outbuildings;

  - buildings in front gardens will not usually be acceptable because of the damaging impact on the appearance and amenity of the street and the surrounding area.

3.1.5 Dormer Windows

Generally, the provisions of the Town and Country Planning (General Permitted Development) (Scotland) Order 1992, as amended mean that planning permission is required for the construction of dormer window or roof extension. Further guidance can also be found from Circular 1/2012: Guidance of Household Permitted Development Rights. Where permission is required, the following general rules will apply;

Above: Examples of the variety of dormer types to be seen around Aberdeen

Above: Example of a poorly designed roof extension – Dormers are too large, dominating the roof slope, and use of substantial infill panels and slated aprons contributes to bulky appearance

Dormer Windows: General Principles

- New dormer windows or roof extensions should respect the scale of the building and they should not dominate, overwhelm or unbalance the original roof.

- On traditional properties, original dormers must be retained and repaired, and their removal and/or replacement with larger or modern dormers will not be permitted;

- The removal of inappropriate earlier dormers and roof extensions, and their replacement by architecturally and historically accurate dormers will be actively encouraged;

- In terraces or blocks of properties of uniform design where there are no existing dormers, the construction of new dormers will not be supported on the front or other prominent elevations (e.g. fronting onto a road);

- On individual properties or in terraces where there are existing well-designed dormers and where there is adequate roof space, the construction of new dormers which match those existing may be acceptable. Additional dormers will not be permitted however, if this results in the roof appearing overcrowded. These dormers should be closely modelled in all their detail and in their position on the roof, on the existing good examples. They will normally be aligned with windows below;

- Box dormers will not be permitted anywhere on listed buildings, nor will the practice of linking existing dormers with vertical or inclined panels; and

- In the case of non-listed buildings in conservation areas, consideration may be given to the provision of linked panels between windows on the private side of the building, where the extension is not seen from any public area or is otherwise only visible from distant view. In such cases any linked panel should slope at a maximum of 750 to the horizontal. Non-traditional style dormers may be accepted on the rear of non-listed buildings in conservation areas, but generally not on the rear or any other elevations of listed buildings.

Dormer Windows: Older properties of a traditional character

Front Elevations

On the public elevations of older properties the Council will seek a traditional, historically accurate style of dormer window. In addition, all new dormers will have to be of an appropriate scale, i.e. a substantial area of the original roof must remain untouched and clearly visible around and between dormers. The main principles to be followed are:

- Existing original dormers should be retained or replaced on a "like for like" basis. Box dormer extensions will not normally be acceptable on the front elevations;

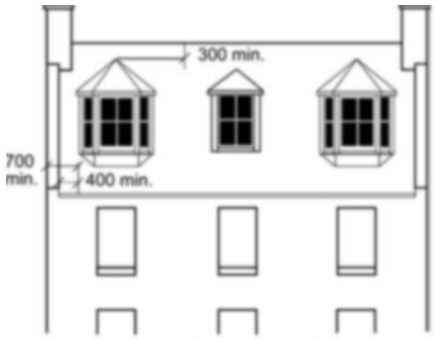
- The aggregate area of all dormers and/or dormer extensions should not dominate the original roof slope. New dormers should align with existing dormers and lower windows and doors;

- The front face of dormers will normally be fully glazed and aprons below the window will not be permitted unless below a traditional three facetted piended dormer;

- Dormers should not normally rise directly off the wallhead. In the case of stone buildings, dormers which rise off the inner edge of the wallhead will generally be acceptable. The position of the dormer on the roof is very important. Dormers which are positioned too high on the roof give the roof an unbalanced appearance;

- The outer cheek of an end dormer should be positioned at least 700mm in from the face of the gable wall or 1000mm from the verge. Where there is tabling on top of the gable, the cheek should be at least 400mm in from the inside face of the tabling. It is never acceptable for a dormer haffit to be built off the gable or party wall; and

- The ridge of any new dormer should be at least 300mm below the ridge of the roof of the original building. If it is considered acceptable for the dormer ridge to be higher than this, it should not nevertheless, breach the ridge or disturb the ridge tile or flashing.



Piended dormers on typical Aberdeen tenement (linking dormers not acceptable on front elevations)

Rear Elevations and Exceptions

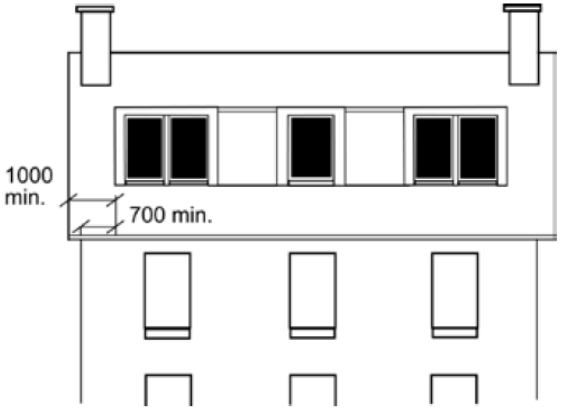
The guidelines for older properties may be relaxed where a property is situated between two properties which have existing box dormer extensions, or in a street where many such extensions have already been constructed. They may also be relaxed on the non-public (rear) side of a property. In such cases, and notwithstanding the design and finish of neighbouring development, the following minimum requirements will apply:

- The aggregate area of all dormer and/or dormer extensions should not dominate the original roof slope;

- Dormer haffits should be a minimum of 400mm in from the inside face of the gable tabling;

- The front face of dormer extensions should be a minimum of 400mm back from the front edge of the roof, but not so far back that the dormer appears to be pushed unnaturally up the roof slope.

- Flat roofs on box dormers should be a reasonable distance below the ridge;
- Windows should be located at both ends of box dormers;
- A small apron may be permitted below a rear window; and
- Solid panels between windows in box dormers may be permitted but should not dominate the dormer elevation.

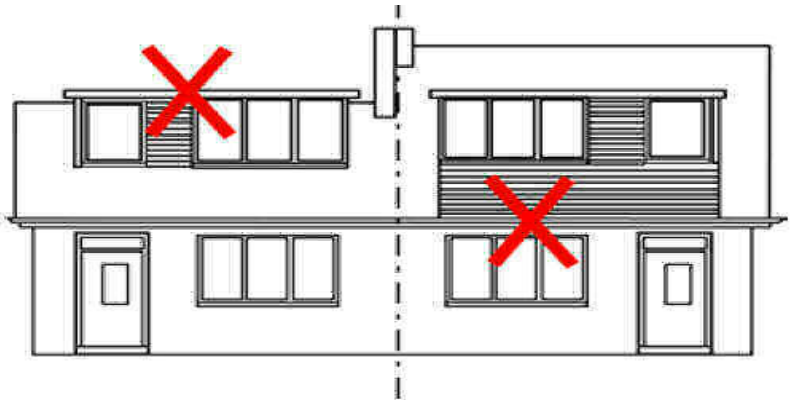


Flat roofed box dormer (normally only acceptable on rear elevations)

Dormer Windows: Modern Properties

Dormers and box dormer extensions have become common features in many modern housing areas, and the wide variety of designs of modern dwellings necessitates a greater flexibility in terms of design guidance. The amenity of other properties and the residential neighbourhood must however, still be protected, with the integrity of the building being retained after alteration. The following basic principles may be used to guide the design and scale of any new dormer extension:

- The dormer extension should not appear to dominate the original roofspace;
- The dormer extension should not be built directly off the front of the wallhead as the roof will then have the appearance of a full storey. On public elevations there should be no apron below the window, although a small apron may be acceptable on the rear or non-public elevations. Such an apron would be no more than three slates high or 300mm, whichever is the lesser;

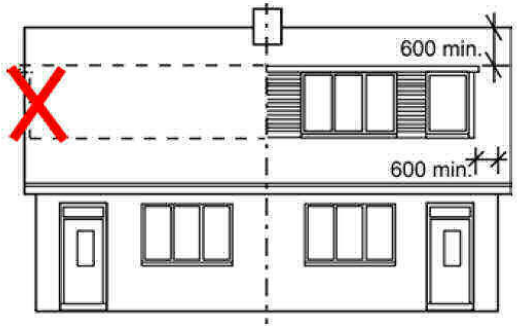


Dormer extension should not extend to or breach ridge (roof too shallow)

Dormer extensions should not be built off front of wall head or include apron

- The roof of the proposed extension should not extend to, or beyond the ridge of the existing roof, nor should it breach any hip. Dormer extensions cannot easily be formed in hipped roofs. Flat roofed extensions should generally be a minimum of 600mm below the existing ridge;

- The dormer extension should be a minimum of 600mm in from the gable. The dormer haffit should never be built off the gable or party walls, except perhaps in the situation of a small semi-detached house where the dormer extension may sometimes be built off the common boundary. In terrace situations, or where a detached or semi-detached bungalow is very long, dormer extensions should be kept about 1500mm apart (i.e. dormer haffits should be 750mm back from the mutual boundary) so as not to make the dormer appear continuous or near continuous;



Box dormer extension on small semi-detached house (in this case it is permissible to build up to the party wall). Dormers should not extend out to verge / roof edge.

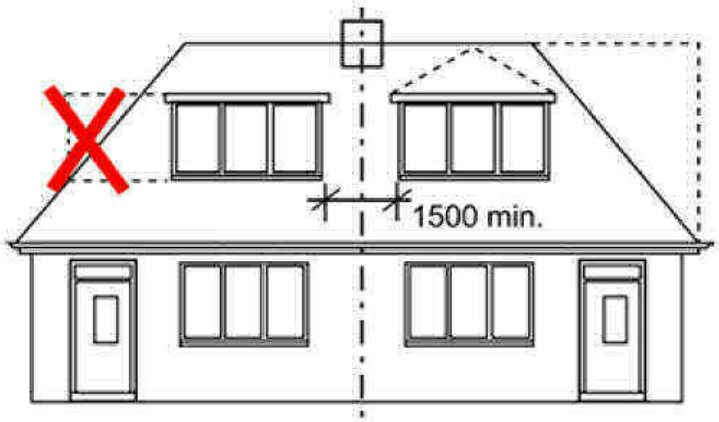
- The outermost windows in dormer extensions should be positioned at the extremities of the dormer. Slated or other forms of solid panel will not normally be acceptable in these locations. In the exception to this situation, a dormer on a semi-detached house may have a solid panel adjacent to the common boundary when there is the possibility that the other half of the house may eventually be similarly extended in the foreseeable future. In this case the first part of the extension should be so designed as to ensure that the completed extension will eventually read as a single entity;

- There should be more glazing than solid on the face of any dormer extension;

- Box dormer extensions should generally have a horizontal proportion. This need not apply however, to flat roofed individual dormer windows which are fully glazed on the front;

- Finishes should match those of the original building and wherever possible the window proportion and arrangement should echo those on the floor below; and

- The design of any new dormer extension should take account of the design of any adjoining dormer extension.

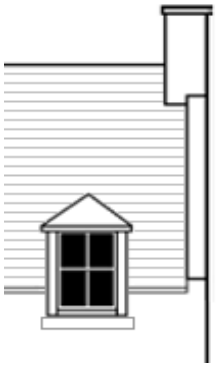


Flat roofed dormers on more traditional hipped roof house (Dormers should not breach hips. A pitched roof on this kind of dormer greatly increases its bulk). Extending roof to the gable on one side only is best avoided.

Other Forms of Dormer Window

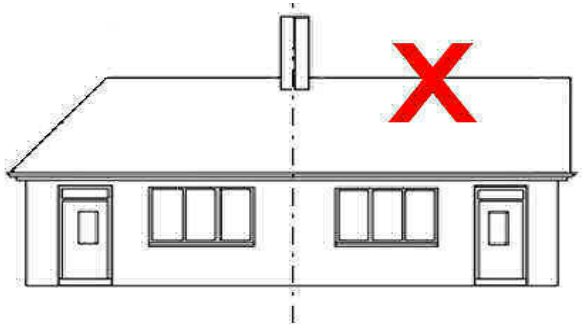
Half dormer windows

Half dormer windows have the lower part of the window within the masonry wall, with the part in the roof space surrounded by masonry or timberwork. This type of window is usually quite narrow, vertical in proportion, and appropriate when the floor is below the wall-head level.



3.1.6 Roof Extensions

Hipped roof extensions



Modifying only one half of a hipped roof is likely to result in the roof having an unbalanced appearance. The practice of extending a hipped roof on one half of a pair of semi-detached houses to terminate at a raised gable will not generally be accepted unless;

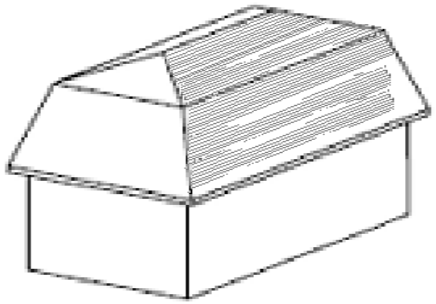
- The other half of the building has already been altered in this way; **or**
- Such a proposal would not, as a result of the existing streetscape and character of the buildings therein, result in any adverse impact on the character or visual amenity of the wider area.

Wall-head gables

A wall-head gable commonly has a centre window, with flues passing each side within the masonry to a common central chimney. It would be essential for any such feature to be constructed in the same material as the wall

below. Wall-head gables have a strong visual impact which could substantially alter the character of a building. They are therefore, unlikely to be acceptable on listed buildings, but might be accepted in conservation areas or on other older buildings of a traditional character.

Mansard Roofs



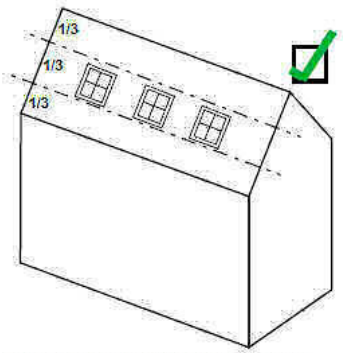
Mansard roofs are a common, even a somewhat overused method of obtaining additional attic floorspace having standard headroom overall. Mansard roofs tend to have a top heavy appearance on buildings which have only a single storey of masonry, and should be restricted to buildings of two or more masonry storeys. They will not normally be acceptable in semi-detached or terraced situations unless all the other properties in the group are to be similarly altered at the same time. In effect, few situations will arise where an existing roof can readily be converted to a mansard roof.

On the occasions when a mansard roof solution is acceptable, considerable attention to detail is required to ensure that the altered roof is visually authentic. The following points should be observed:

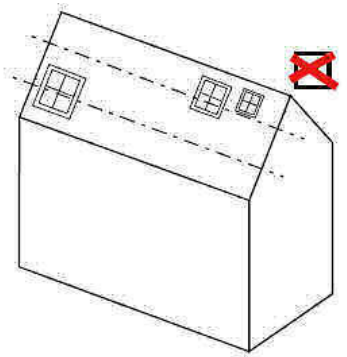
- There should be no fascia at the eaves, nor should the mansard project forward of the masonry line;
- The mansard should be taken down to either a concealed lead gutter behind a masonry parapet, or to an "ogee" or half round cast iron gutter in line with the face of the masonry;
- The gables of the building should be extended up in the same material as the original gables, and should terminate at a masonry skew in the same profile as the mansard roof. It will not normally be acceptable to return the mansard roof across the gable with hipped corners;
- The lower slope of the roof should be inclined at no greater than 75° to the horizontal.

3.1.7 Roof Lights

Where permission is required, the following general rules will apply;



Small rooflights in the middle third of roof space and evenly spaced.



Rooflights too large and too close to eaves and verge. A variety of sizes, spacing and levels.

- A rooflight provides considerably more light than a normal vertical window of the same dimension. Many rooflights installed are consequently, larger and more numerous than is really necessary. In a roofspace used only for storage, the smallest rooflight will generally be adequate;

- Rooflights should have a conspicuously vertical proportion. Seen from ground level, the foreshortening effect will tend to reduce the apparent height of the window, giving it a more squat appearance;

- On older buildings, and particularly on listed buildings and buildings in conservation areas, a 'heritage' type of rooflight will be expected. This is of particular importance on public elevations. Even the addition of a central glazing bar to a rooflight can provide a more authentic appearance in such instances;

- Large timber or cast iron rooflights divided into several sections were frequently provided above stairwells. It is not ideal to replace these with a single-pane modern rooflight. If the original rooflight cannot be repaired, aluminium or steel patent glazing is a more satisfactory option;

- For rooflights fitted into slated roofs, manufacturers can provide a special flashing with their rooflights to keep the projection of the rooflight above the plane of the slates to a minimum; and

- There are available metal roof windows which have an authentic traditional appearance whilst meeting current standards for insulation and draught exclusion.

3.1.8 Other Domestic Alterations

Where permission is required, the following general rules will apply;

2.6.1 Replacement Windows and Doors

Where permission is required, householders are referred to the council's Supplementary Guidance entitled *'Windows and Doors'*.

2.6.2 Satellite Dishes

Where permission is required for a satellite dish, as far as is practicable, it be sited so as to minimise their visual impact and effect on the external appearance of a building.

2.6.3 Decking

- Proposals should not result in an a loss of privacy for neighbouring residents.

- Proposals should not result in an adverse impact upon the amenity of adjacent dwellings, including both internal accommodation and external private amenity space.

- There will be a presumption against the formation of decking to the front of any property, or on any other prominent elevation where such works would adversely affect the visual amenity of the street scene.

2.6.4 Fences, Walls and Other Boundary Enclosures

- In all instances, the scale and form of boundary enclosures should be appropriate to their context and should not detract from the street scene as a result of inappropriate visual impact.

- In all instances, proposals for boundary enclosures should not result in an unacceptable impact upon the amenity of neighbouring dwellings.

2.6.5 Micro-renewables

Careful consideration is required in relation to their positioning in order to avoid undue prominence within the street scene, particularly within conservation areas and where proposals may affect the setting of a listed building.

2.6.6 Driveways

Guidance on Driveways can be found within the Supplementary Guidance: Transport and Accessibility.

3.1.9 Change of Use from Amenity Space to Garden Ground

Planning permission is required for change of use from amenity space to garden ground.

Each planning application for change of use is dealt with on its own individual merits, however in considering whether an application is acceptable the Council will assess the proposal against the following criteria;

- The proposal should not adversely affect amenity space which makes a worthwhile contribution to the character and amenity of the area or contains mature trees that make a significant contribution to the visual amenity of the wider neighbourhood. In most circumstances the amenity ground will make a contribution, however sometimes small incidental areas of ground make little contribution to the appearance of the neighbourhood. For instance it may be acceptable to include within garden ground secluded areas that are not visible from footpaths or roads and that do not make a contribution to the wider visual amenity of the area. Similarly it may be acceptable to include small corners of space that can be logically incorporated into garden ground by continuing existing fence lines.
- The proposal should not fragment or, if replicated, be likely to incrementally erode larger areas of public open space or landscaping.
- The proposal should not worsen or create a deficiency in recreational public open space in the area. The less amenity space there is in an area the more value is likely to be placed on the existing amenity space. The Open Space Audit identifies areas of the city where there is a deficiency and should this be the case there will be a presumption against the granting of planning permission.
- The proposal should not result in any loss of visual amenity including incorporating established landscaping features such as mature trees or trees that make a

significant contribution to the area. It is unlikely the Council would support the incorporation and likely loss of such features, however in circumstances where it is acceptable replacement planting to compensate will normally be required.

- The proposal should not result in an irregular boundary layout that would be out of keeping with the otherwise uniform character of the area.
  - The proposal should not result in the narrowing of footpath corridors or lead to a loss of important views along such footpaths, making them less inviting or safe to use.
  - The proposal should not prejudice road or pedestrian safety. Areas of amenity space often function as visibility splays for roads and junctions.
  - The proposal should not give rise to the setting of a precedent that would make it difficult to resist similar proposals in the future. Over time the cumulative impact of the loss of separate areas of ground can lead to the gradual erosion of amenity space, which is not in the public interest and can affect the overall amenity and appearance of the area.
  - Amenity space and landscaping are valued assets within residential areas. They are common features in most housing developments and are provided for a number of reasons including –
    - to improve the appearance of the area;
    - to provide wildlife habitats, enhance ecology and often form part of sustainable urban drainage systems;
    - to act as pedestrian routes through developments;
    - to provide informal recreation areas;
    - to provide good safety standards for drivers, cyclists and pedestrians in terms of road verges or visibility splays.

Prior to submitting a planning application it is advisable to contact the landowner to see if they would be willing to sell the particular piece of land.

3.1.10 Houses in Multiple Occupation (HMOs)

Presently the term House in Multiple Occupation (HMO) is not one commonly associated with the planning system in Scotland. The term is not defined in planning legislation, though Scottish Government Circular 2/2012 does provide advice on HMOs, suggesting that there may be a role for the planning system in managing HMOs where a material change in the use of a house or flat has taken place. Multiple occupancy can intensify pressure on amenity, particularly with regards to shared/mutual areas and car parking. It is therefore appropriate to ensure that appropriate provision is made prior to granting planning permission for an HMO.

A useful starting point is to clearly identify what constitutes an HMO for the purposes of this Supplementary Guidance. The planning system defines 'dwellinghouse' and 'flat' as detailed below;

Flat *"means a separate and self contained set of premises whether or not on the same floor and forming part of a building from some other part which it is divided horizontally."* Part 1 (2) Town and Country Planning (General Permitted Development) (Scotland) Order 1992)

A house is defined within class 9 (houses) under the Town and Country Planning (Use Classes) (Scotland) Order 1997. This allows for use as;

a) A house, other than a flat, whether or not as a sole or main residence, by

(i) A single person or by people living together as a family; or

(ii) Not more than 5 residents living together including a household where care is provided for residents

b) as a bed and breakfast establishment or guesthouse, where at any one time not more than 2 bedrooms are, or in the case of premises having less than 4 bedrooms, 1 bedroom is, used for that purpose.

This means that, where more than 5 persons are living together, other than as a family, the premises would not fall within the definition of a 'dwellinghouse' for planning purposes. It is reasonable to use this same threshold as the point at which a material change in the use of premises has occurred, and an application for change of use to form an HMO would be necessary.

Where flats are concerned, planning legislation does not specify any number of residents above which premises will not longer be considered a 'flat' for planning purposes. Given the potential for increased pressure on amenity, particularly in shared/mutual areas and car parking, it is necessary for this guidance to set a threshold above which use will no longer be considered as a 'flat'. HMOs account for a significant proportion of the available rental accommodation in Aberdeen, and are particularly important in supporting the City's sizeable student population. In setting a threshold above which planning permission will be

necessary, it is noted that any number of people may live together in a single property, provided they are part of the same family unit. Taking this into account, it is considered that 6 or more unrelated people living together in a flat would be materially different from family use. This will be the threshold used for the purposes of this guidance.

Planning permission will be required for change of use to a House in Multiple Occupation in the following instances;

1. **The occupation of a house by 6 or more unrelated persons**
2. **The occupation of a flat by 6 or more unrelated persons**

It is important to note that separate licensing requirements exist for the establishment of an HMO, irrespective of the planning-specific guidance set out in this document. The granting of planning permission does not remove any requirement to obtain the appropriate licence and vice versa. Furthermore, success in obtaining planning permission for use of premises as an HMO does not guarantee a successful license application. It should be noted that, while the term 'HMO' is common to both systems, it has a different meaning depending on the context in which it is used. For licensing purposes, an HMO is defined as any house or flat which is the principal residence of three or more people who are members of three or more families.

This guidance is intended to set the thresholds at which a house or flat will no longer be considered to be in domestic use and will be treated as a House in Multiple Occupation for planning purposes. The following factors which will be considered in assessing any such application:-

Proposals involving formation of an HMO as defined in this guidance will be assessed with regard to matters including, but not limited to, the following;

1. Any adverse impact upon pedestrian or road traffic safety as a result of increased pressure on car parking;

2. Significantly adverse impact upon residential amenity for any reason. This may include, but not be limited to, adequate provision of refuse storage space, appropriate provision of garden ground/amenity space, and an appropriate level of car parking.

3. An excessive concentration of HMOs in a given locality, cumulatively resulting in a material change in the character of that area. This will be assessed in consultation with the Council's HMO Unit within the Housing & Environment service, who hold relevant information on the location of existing licensed HMO properties.

Where it is not practicable for dedicated car parking to be provided alongside the development, a proposal must not exacerbate existing parking problems in the local area.

Supplementary Guidance

The Sub-Division & Redevelopment of Residential Curtilages

This supplementary guidance covers two related themes:

- **Curtilage Splitting** - the construction of houses and flats (hereafter referred to as dwellings) within the garden ground of existing residential property, and
- **Redevelopment** - the complete demolition and replacement of existing dwelling(s) by new dwelling(s) on the same curtilage or curtilages.

The following guidelines are not intended to cover all scenarios but are targeted at providing more specific guidance on the most commonly encountered situations. If in doubt, please contact a planning officer for assistance.

3.2.1 Development Guidelines

Built Form and Townscape

The location and size of any new dwellings must be in keeping with the established spatial character and built form of the surrounding area. The following principles should be considered in developing proposals;

- New dwellings must respect the established pattern of development formed by the relationship between buildings and their surrounding spaces (gardens etc.);
- The scale and massing of the any new dwellings should complement the scale of surrounding properties;
- The density of the surrounding area should be reflected in the development proposals for the new and existing property. As a general guide, no more than a third (33 per cent) of the total site area for each individual curtilage should be built upon;
- New dwellings should generally not project forward of any established building line;
- The distance between proposed dwellings, and between proposed and existing dwellings, (ie between gable ends) should be similar to that predominating on the street;
- The ridges or wallheads of any new dwellings should be no higher than the ridges or wallheads on adjoining dwellings.

Notwithstanding the above, the following may be possible:

- The conversion of existing, substantial sized, traditional granite built outbuildings at the rear of existing properties to form dwellings where the majority of the accommodation of any new dwelling is contained within the envelope of the original structure;

- Provision of a new dwelling in the rear garden of an existing dwelling on a corner site so that existing and proposed dwellings have a road frontage. In such instances, both the existing and proposed dwellings will require private garden ground and will require to have adequate privacy and amenity. The amalgamation or joining together of the gardens of existing dwellings to accommodate a new dwelling or dwellings and associated garden ground will not be permitted;

- In the case of the redevelopment of an exceptionally large site (if the form of development is not alien to the general pattern, density and character of dwellings in the area), it may be possible for detached houses to be built which gain access from a new private driveway or a new road constructed to adoptable standard.

Design and Materials

The design and external finishes of any new dwellings must complement the character and identify of the surrounding area. Facing materials should be of equal or higher standard than that of existing dwellings.

In areas where granite architecture predominates, all elevations of new development that would be prominently visible from the street (including gables) should be finished with natural granite and the main roof should be of complementary natural roofing materials (almost always natural slate). An exception may be made in circumstances where a particularly high quality modern design is proposed.

High quality design and materials which enhances the appearance of the surrounding area, or that provides an attractive contrast to surrounding buildings, will be encouraged. Particular care will however be necessary to ensure that any new dwelling incorporates design elements and materials that does not have a detrimental impact on the character of the area.

Amenity

New residential development should not borrow amenity from, or prejudice the development of, adjacent land or adversely affect existing development in terms of privacy, overlooking, daylighting or sunlighting. Likewise, the new development should be afforded a reasonable amount of amenity in line with the prevailing characteristics of the surrounding area.

Privacy

To ensure privacy there should be a minimum separation of 18 metres between the windows of existing and proposed habitable rooms (i.e. the shortest line joining one window opening to any part of the other).

There will be circumstances in which greater distances are appropriate – for instance where there are differences in ground levels or where higher buildings are proposed. This distance can be reduced if the angle between the windows of the existing and proposed residential properties is offset, if effective screening exists, or if screening is proposed that would not obstruct light, adversely affect residential amenity or be unacceptable for other planning reasons - appendices 1 and 2 provides further guidance.

In exceptional circumstances high level windows may be acceptable as long as they are not to habitable rooms or are secondary windows to habitable rooms (i.e. smaller windows provided in addition and usually in a different wall, to a room's main window).

Any windows to habitable rooms should not look out directly over, or down into, areas used as private amenity space by residents of adjoining dwellings.

Garden Ground

Rear gardens of houses up to two storeys in height should have an average length of at least 9 metres and dwellings of more than 2 storeys should have garden lengths of at least 11 metres.

Garden ground should be conveniently located immediately adjoining residential properties, be in a single block of a size and layout to be useable for sitting out and have an acceptable level of privacy and amenity.

It will not be acceptable for private garden ground to be situated at the street frontage of a property where it is close to / overlooked from a road. Private garden ground should also not be located under the canopy of trees or in a location that is excessively shaded by vegetation or buildings. It must also not be directly overlooked by windows of habitable rooms of adjoining residential property.

Rear garden grounds should be enclosed by solid fences or walls of at least 1.8 metres in height in order to ensure security and privacy, details of which will be secured through the evaluation of the application or via condition.

Daylight

Development proposals should satisfy the 25 degree approach illustrated in Appendix 2. The 25 degree approach defines the point at which good interior daylighting can be achieved.

Sunlight

New dwellings should be designed and orientated to make the most of the opportunities offered by the site for views and sunlight in order to provide a pleasant living environment and maximise passive solar gain.

Trees and Garden Ground

Trees make a valuable contribution to the landscape setting of urban areas. Care should be taken to position new buildings to minimise potential disturbance to the root system of the tree canopy.

The loss of mature or attractive garden ground or trees where it is considered to make a significant contribution to the visual amenity of the neighbourhood will not be acceptable.

If trees are to be lost, replacement planting will be required to mitigate the loss. ALDP Policy NE5: Trees and Woodlands, and the Trees and Woodlands Supplementary Guidance provide more information.

Pedestrian/Vehicular Safety and Car Parking

With the exception of private driveways it will not normally be acceptable for pedestrian access to be shared with vehicles e.g. where pedestrians have to walk on the carriageway of rear lanes or public roads to gain access to the development. Car parking provision should be in line with the Council standards. ALDP Policy T2: Managing the Transport Impact of Development and Transport and Accessibility Supplementary Guidance can provide more information on this topic.

3.2.2 Submission requirements

In addition to the site/location, elevation and floorplans, the following information is required in order to fully assess a planning application to redevelop a residential curtilage;

- where new dwellings are proposed that either adjoin or sit between existing properties, a street elevation to a recognised scale so as to illustrate the relationship between the proposals and existing properties;

- where there are trees on or adjacent to the application site (and/or trees will be lost), an Arboricultural Impact Assessment will be required to be submitted by a suitably qualified person;

- Daylight and sunlight calculations and illustrations based on the BRE Information Papers on *Site Layout Planning for Daylight* and *Site Layout for Sunlight and Solar Gain*.

Supplementary Guidance

Conversions Buildings in the Countryside

Traditional agricultural buildings and steadings, mainly dating from the 19th Century, are a major feature of the Scottish landscape, and an important part of Scotland's architectural and cultural heritage. During the 20th Century, changes in agricultural practice such as increased mechanisation resulted in many traditional agricultural buildings falling redundant.

The conversion of such buildings to residential and other uses offer opportunities to diversify and regenerate rural environments and, in the case of residential redevelopment, increase the level and variety of housing stock and create dwellings of individualistic character within an attractive rural setting.

3.3.1 General Design Principles

The following principles generally apply to non listed buildings. If a structure is listed the planning authority has to have special regard to the desirability of preserving the building or its setting or any feature of special architectural or historic interest which is possesses and this will be taken into account along with the general design principles.

External

Vernacular buildings must not be changed to the extent that they lose their original form. The best conversions reinforce the original architectural qualities of a building. External alterations should be the minimum necessary to allow the building to function adequately in its new use, and should not disguise the original purpose of the building.

Restoration of original courtyards will be encouraged and the removal of unsympathetic extensions or later buildings is strongly encouraged.

Contemporary interventions can successfully contrast with, yet highlight a building's traditional qualities. The original character and setting of buildings must always be protected and enhanced. Consideration should be given to the reinstatement of significant or attractive features that have previously been removed.

A proposal for converting a steading at Nether Contlaw Farm to residential use, which recognises the original architectural qualities of the building, with a few carefully designed but larger contemporary interventions.

Features that should not be altered are:

- Ridge heights and roof pitches
- Wallhead heights and gable profiles

Features that should be respected are:

- Scale, massing and materials
- Door, window, ventilator and other openings
- Relationship of solid to void in masonry

A defining characteristic of traditional agricultural buildings is that they have few openings in either external walls or the plane of the roof. Where the formation of new openings may be required, these should be kept to an absolute minimum. An accumulation of domestic scale windows can detrimentally affect the appearance and character of a steading. It will be preferable to employ a simple style of window in conversions, rather than any intricate, urban style of window.

A residential steading conversion to several units using high quality materials and appropriate boundary treatment, but with an accumulation of new window openings of a domestic scale and style. These new openings conceal the original simple character of the building.

Dormer windows, especially those of an urban style, look out of place on a steading roof and should be avoided. Instead, rooflights (which can provide a higher level of illumination with less visual intrusion) will be promoted. New rooflights should lie flush with the roof, and there should be no appearance of regularity in their layout. Where a dormer is unavoidable, it should be built off the wallhead in the style of a hayloft door, rather than the more common type of dormer set further up the roof.

Urban style dormer windows (and bay) on a residential steading conversion. Apart from the gable end the adaptation leaves very little to express the building's original function.

Traditional steadings and outbuildings are a valuable resource, whilst the materials and energy used in constructing them represent a significant reserve of embodied energy and of minerals. The potential for the development proposal to incorporate low and zero-carbon energy solutions (such as ground source heat and biomass) should be explored at an early stage.

Internal

If a structure is not listed, applicants will generally have freedom to consider internal alterations that do not alter the structure or envelope of the building.

If the internal height of the building allows the formation of an attic floor, this will be permitted provided it does not entail any increase in height of a wallhead or ridge, or any change in the roof pitch.

In planning a new internal layout, particular care should be taken to maximise the re-use of existing openings, even those that have been formed at a later date in the life of the steading.

Extensions and Ancillary Buildings

While accommodation should largely be created within the existing envelope of the building, modest extensions may be permitted to provide additional accommodation and to allow the more efficient use of existing space (e.g. a storm porch).

The following criteria should be observed;

- Extensions should be subservient in scale and massing to the original steading;
- Extensions should not be so large as to confuse which parts of the building are original and which are recent;
- The ridge of any extension should be lower than the ridge of original part of the building;
- The roof pitch should generally match the original building;
- Roof finishes should generally match existing finishes.

Large extensions which are proposed with the aim of creating additional stand alone units will not be acceptable.

Where it is necessary to choose between extending into a loft space or building an extension, the option of the extension may be preferable where this helps to avoid the construction of dormers, insertion of an excessive number of rooflights, or formation of additional openings in original masonry walls.


Example of modest extension

Alterations and extensions using accurate traditional detailing and materials will generally be promoted. Pastiche development will not be acceptable. Contemporary design solutions may also be acceptable so long as they are of a high architectural quality and are formed in good quality materials whist respecting the character, setting, massing, scale and proportions of the original building.

A minimal number of significant but carefully considered interventions may have a less detrimental effect on the character of the original steading, than a series of smaller but ill-considered alterations or additions.

Harling is acceptable on a non-public elevation only. Granite matching coursing and masonry finish of the original building is also acceptable.

The use of timber linings on a timber frame is a traditional form of construction that, when carefully designed, can sit comfortably against granite rubble masonry found on many common forms of steading.

Base courses, stringcourses and decorative opening surrounds do not normally feature in steadings and should normally be avoided in extensions. Over-elaborate details such as stone quoins on corners, in conjunction with a roughcast finish, should also be avoided.

Ancillary buildings in good condition and which are of substantial construction should be repaired and re-used whenever possible. Any new ancillary buildings should be justifiable and must respect the setting of the original building in location, scale, massing, proportions and use of materials.

Site Boundaries, Landscaping and Infrastructure

Any historic boundary treatment should be respected and retained. Any new boundary treatment must be appropriate for the type and scale of the building. Boundary enclosures such as “ranch fencing” are not acceptable.
Allowance must be made for the retention of existing trees, and for landscaping and other amenity space. Landscape planting should consist of local, indigenous, robust species that would typically be found around farms giving shelter. Courtyards often found within farm units

should be designated as communal space, and not artificially sub-divided into the separate curtilages of each residential unit, should the original building be sub-divided into separate units. Advice on landscape matters can be found in Aberdeen City Council's landscape guidelines (link to SG).

Proposals for the conversion of farm buildings should retain existing accesses wherever possible.

3.3.2 Planning Obligations

Planning obligations and strategic transport fund considerations may be required with new developments. Further guidance and information can be found in the Planning Obligations Supplementary Guidance.

3.3.3 Protected Species

Farm buildings, and any associated drystane dykes and surrounding trees may be home to protected species such as bats. The Wildlife and Countryside Act 1981, the Conservation (Natural Habitats, etc) Regulations 1994 (as amended), and the Nature Conservation (Scotland) Act 2004) protect species such as bats, and their roosts and nests, even when the species themselves are not present. A list of protected species can be found at http://www.snh.gov.uk/protecting-scotlands-nature/protected-species/

3.3.4 Enforcement

Failure to obtain appropriate consents and permissions could result in enforcement action being taken to have unauthorised works removed, which may entail considerable costs for the building owner. In the case of a Listed Building unauthorised work falls under criminal law, and so the person who executes the works, or causes them to be executed, is liable to prosecution or imprisonment in addition to standard enforcement proceedings.

3.3.5 Submissions required

Planning permission will not be granted for the conversion of any building or steading that is dilapidated to the extent that it would have to be substantially demolished and rebuilt. As such, every application for planning permission must be supported by a structural engineer's report to demonstrate that any proposal to adapt an existing building is feasible. This report will clearly identify those parts of the building that are structurally sound and complete, as well as those that will require demolition and rebuilding and shall include; survey drawings showing the building as it currently exist, sections of the building showing external ground levels and existing foundation levels and all existing openings, and proposed downtakings and slappings must, therefore, be clearly shown on drawings.

Planning permission will not be granted for the conversion of buildings in the countryside until it has been demonstrated that foul and surface water can be adequately disposed of on land within the applicant's control, and in accordance with any regulations pertinent at the time. Details should be provided before the determination of any application showing the main routes

and items of external drainage should be submitted at the time of lodging the application.

The position of all external penetrations of the building envelope should be carefully considered so as to minimise their visual impact. Extracts and flues taken through the roof via discreetly designed outlets are preferable. Meter boxes should be installed internally or ground mounted. Details should be provided before the determination of any application.

Where it is suspected that a proposal may impact upon a protected species, an appropriate survey will be required to accompany any application for planning permission. If necessary a species protection plan should also be provided (see Natural Heritage Supplementary Guidance). Such surveys and protection plans should be submitted with the application, and so the timing of surveys will need to reflect this (particularly given that survey timing must also reflect ecological activity of the species).

A design statement will be required to be submitted with the application outlining the architectural approach taken.

Glossary

Amenity - The attributes which create and influence the quality of life of individuals or communities.

Amenity space - Areas of open space such as gardens, balconies and roof terraces.

Article 4 direction – Some types of development do not need planning permission by virtue of permitted development rights. An Article 4 Direction is an order made by Scottish Ministers which suspends (for specified types of development) the general permission granted under the Town and Country (General Permitted Development) (Scotland) Order 1992 (as amended), thereby removing permitted development rights.

Base course - The lowest course or first course of a wall.

Bay window - a window or series of windows forming a bay in a room and projecting outward from the wall externally

Boundary enclosure – Boundary treatment such as a fence, wall, hedge, ditch or other physical feature which demonstrates the edges of a site or otherwise encloses parts of that site

Building line - The line formed by the frontages of buildings along a street. For the purposes of this guidance, this shall not generally include elements such as the front of any porches, canopies, garages or bay windows.

Common boundary – A boundary which is shared by residential properties on either side

Conditions – Planning conditions are applied to the grant of planning permission and limit and control the way in which a planning consent may be implemented. Such conditions can require works to be carried out in a certain way (e.g. restriction on opening hours or adherence to an approved tree management plan) or can require submission of further information in order to demonstrate the suitability of technical details (e.g. drainage or landscaping schemes for a new development)

Conservation Area – Conservation Areas are areas of special architectural or historical interest, the character or appearance of which it is desirable to preserve or enhance. Such areas are designated by the local planning authority. Details of the Conservation Areas in Aberdeen can be found on the Council's website, www.aberdeencity.gov.uk.

Conservation Area Consent – Conservation Area Consent is required for proposals which involve the whole or substantial demolition of any unlisted building or structure in a Conservation Area. Conservation Area Consent is not required for the demolition of a building which has a volume of less then 115 cubic metres, or for the partial demolition of a building, or for minor alterations to gates, walls and fences within a Conservation Area. Demolition works may, however, require planning permission, and so confirmation should be sought from the planning authority.

Curtilage - The land around, and belonging to, a house.

Curtilage Splitting - the construction of houses and flats (together henceforth referred to as dwellings) within the garden ground of existing residential property

Daylight – Diffuse level of background light, distinct from direct sunlight

Development Plan – The "Development Plan" is a term used to incorporate both the current Local Plan/Local Development Plan and the current Structure Plan/Strategic Development Plan.

Dormer Window – Dormer windows are a means of creating useable space in the roof of a building by providing additional headroom.

Dwellinghouse – For the purposes of this guidance, the term "dwellinghouse" does not include a building containing one or more flats, or a flat contained within such a building

Embodied energy - the energy used during the entire life cycle of a product including the energy used for manufacturing, transporting, and disposing of the product.

Fenestration - The arrangement of the windows in a building.

Gable - The part of a wall that encloses the end of a pitched roof.

Habitable rooms - Includes bedrooms and living rooms, but does not include bathrooms, utility rooms, WCs or kitchens when not accompanied by dining facilities.

Haffit – The sides or 'cheeks' of a dormer window.

Harled - a form of roughcast in which a mixture of an aggregate (usually small even-sized pebbles) and a binding material (traditionally sand and lime).

Hipped Roof – A four-sided roof having sloping ends as well as sloping sides

Listed Building – Working on behalf of Scottish Ministers, Historic Scotland inspectors identify buildings which are worthy of statutory protection. These are 'Listed Buildings'. The criteria by which the Scottish Ministers define the necessary quality and character under the relevant legislation are broadly; Age and Rarity; Architectural Interest; and Close Historical Association

Listed building Consent – Listed Building Consent is obtained through an application process which is separate from, but runs parallel to, that by which planning permission is obtained. This separate regulatory mechanism allows planning authorities to ensure that changes to listed buildings are appropriate and sympathetic to the character of the building. Listed Building Consent must be obtained from the planning authority if you wish to demolish, alter or extend, either internally or externally, a listed building.

Mansard Roof – A four-sided roof having a double slope on all sides, with the lower slope much steeper than the upper.

Material Consideration - Any issue which relates to the use and development of land and is relevant to the planning process.

Permitted Development - an aspect of the planning system which allows people to undertake specified forms of minor development under a deemed grant of planning permission, therefore removing the need to submit a planning application.

Piended – scots term for hipped (pronounced peended)

Planning Authority – This is the term given to the Council in its role exercising statutory functions under Planning legislation. Authorities have three main planning duties: Development Management (assessing and determining planning applications); Development Planning (preparing, updating and monitoring the authority's Local Plan/Local Development Plan); and Enforcement (seeking to investigate and resolve breaches of planning control)

Porch - A covered shelter projecting in front of the entrance of a building.

Redevelopment - the complete demolition and replacement of existing dwellings by new dwellings at higher density on the same curtilage or curtilages

Ridge - The highest part or apex of a roof where two slopes meet.

Roads Authority - This is the term given to the Council in its role exercising statutory functions under Roads legislation. Where trunk roads are concerned, Transport Scotland is the relevant roads authority.

Roughcast - Plaster, mortar or stucco containing pebbles or coarse gravel to give a rough, knobbly texture to walls. Also called pebble-dash.
Stone quoins - The stones, usually dressed, at the corners of a building.

Stringcourses – A continuous horizontal band set in the surface of an exterior wall or projecting from it and usually moulded.

Sunlight – The sun's direct rays, as opposed to the background level of daylight

Supplementary Guidance – Supplementary Guidance is prepared by the planning authority in support of its Local Plan/Local Development Plan. These documents are generally intended to provide greater detail or more specific and focused guidance than might be practicable within the Plan itself.

Tabling – A raised horizontal surface or continuous band on an exterior wall; a stringcourse

Tree Preservation Order – The planning authority has the powers to make Tree Preservation Orders if it appears to them to be a) expedient in the interest of

amenity and/or b) that the trees, groups of trees or woodlands are of a cultural or historical significance. The authority has duties to a) make such TPOs as appear to the authority to be necessary with any grant of planning permission; and b) from time to time to review any TPO and consider whether it is requisite to vary or revoke the TPO.

Vernacular buildings - indicates a traditional type of building utilized by ordinary wage earners.

Wallhead – The uppermost section of an external wall.

Further Reading

Bats in buildings
http://www.snh.org.uk/pdfs/species/BatsBuildings.pdf

Historic Scotland's Guide to Practitioners 6 – Conversion of Traditional Buildings – part 1
http://conservation.historic-scotland.gov.uk/publication-detail.htm?pubid=8566

Historic Scotland's Guide to Practitioners 6 – Conversion of Traditional Buildings – part 2
http://conservation.historic-scotland.gov.uk/publication-detail.htm?pubid=8567

Planning Advice Note: PAN 39: Farm and Forestry Buildings
http://www.scotland.gov.uk/Resource/Doc/221098/0059472.pdf

Planning Advice Note: PAN 44: Fitting new housing development into the landscape
http://www.scotland.gov.uk/Publications/2005/04/01145231/52326

Planning Advice Note: PAN 60: Planning for Natural Heritage
http://www.scotland.gov.uk/Publications/2000/08/pan60-root/pan60

Planning Advice Note: PAN 67: Housing Quality
http://www.scotland.gov.uk/Resource/Doc/47032/0026427.pdf

Planning Advice Note: PAN 72: Housing in the Countryside
http://www.scotland.gov.uk/Publications/2005/02/20637/51636

Planning Advice Note: PAN 73: Rural Diversification
http://www.scotland.gov.uk/Publications/2005/02/20638/51727

Scottish Natural Heritage (SNH)
www.snh.org.uk

Scottish Planning Policy (2014)
http://www.scotland.gov.uk/Resource/0045/00453827.pdf

The Barn Owl Trust
www.barnowltrust.org.uk

The Bat Conservation Trust
www.bats.org.uk

The Conversion of Redundant Farm Steadings to other uses
http://www.scotland.gov.uk/Resource/Doc/156688/0042110.pdf

The Royal Incorporation of Architects in Scotland (RIAS) Directory of Architects Practices
www.rias.org.uk/directory

Aberdeen City Council Natural Heritage Supplementary Guidance

http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?lID=45298&sID=14394

Aberdeen City Council The Repair and Replacement of Windows and Doors Supplementary Guidance (2013)
http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?lID=49290&sID=14394

Aberdeen City Council Development in the Countryside Supplementary Guidance (2012)
http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?lID=31790&sID=14394

Aberdeen City Council The Sub-Division and Redevelopment of Residential Curtilages Supplementary Guidance (2012)
http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?lID=31804&sID=14394

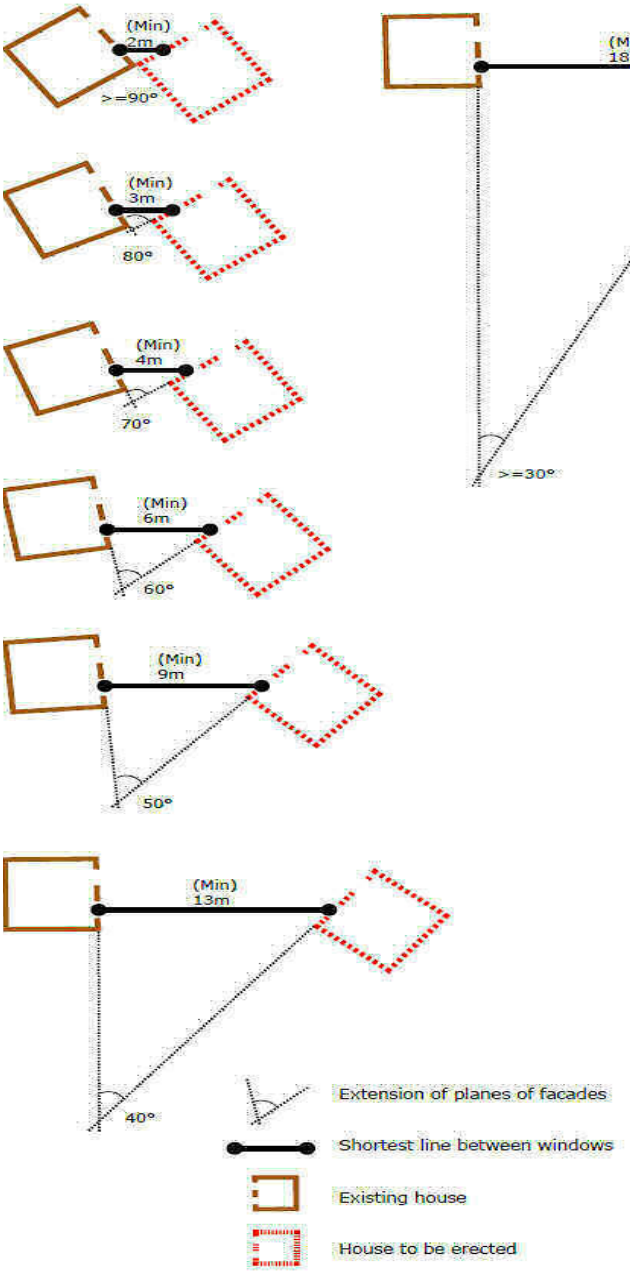
Historic Scotland's Scottish Historic Environment Policy (2011)
http://www.historic-scotland.gov.uk/index/heritage/policy/shep.htm

Historic Scotland's Managing Change in the Historic Environment Guidance Note Series
http://www.historic-scotland.gov.uk/managingchange

Scottish Government Circular 1/2012 Guidance on Householder Permitted Development Rights (2012)

Appendix 1

Method for checking privacy distances between window openings



Appendix 2

Daylight and Sunlight

Daylight

It is appropriate to expect that new development will not adversely affect the daylighting of existing development. Residents should reasonably be able to expect good levels of daylighting within existing and proposed residential property.

A useful tool in assessing the potential impact of proposed development upon existing dwellings is the BRE Information Paper on 'Site Layout Planning for Daylight'. This document sets out techniques which can be applied as a means of assessing the impact of new development upon daylighting. These techniques should only be applied to "habitable rooms", which for the purposes of this guidance shall mean all rooms designed for living, eating or sleeping eg. lounges, bedrooms and dining rooms/areas. Kitchens without dining areas are not considered as habitable rooms.

For domestic extensions which adjoin the front or rear of a house, the 45° method will be applied in situations where the nearest side of the extension is perpendicular (at right-angles to) the window to be assessed. The 45° method is not valid for windows which directly face the proposed extension, or for buildings or extensions proposed opposite the window to be assessed. In such instances, the 25° method, also detailed below, may be appropriate.

It should be noted that these guidelines can only reasonably be applied to those buildings which themselves are good neighbours, standing a reasonable distance from the boundary and taking only their fair share of light. Existing windows which do not meet these criteria cannot normally expect the full level of protection. It is important to note that these tools will be used as and when the planning authority deems it appropriate due to a potential impact on daylight to an existing dwelling. The results of the relevant daylighting assessment will be a material consideration in the determination of an application, and should not be viewed in isolation as the sole determining factor.

The 45° Method

This method involves drawing 45° lines from the corner of a proposed building or extension in both plan and section views. If the shape formed by **both** of these lines would enclose the centre point of a window on an adjacent property, the daylighting to that window will be adversely affected.

The line drawn at 45° would pass through the mid-point of the window on elevation drawing, but not on the plan. This extension would therefore satisfy the 45° method for daylighting assessment. Were the proposal to fail on both diagrams, it is likely there would be an adverse affect on daylight to the adjacent window of the neighbouring property.

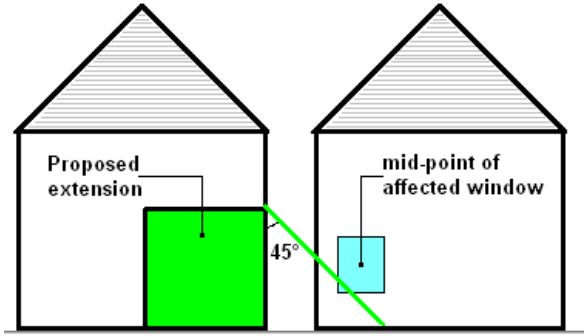


Fig A: Elevation view

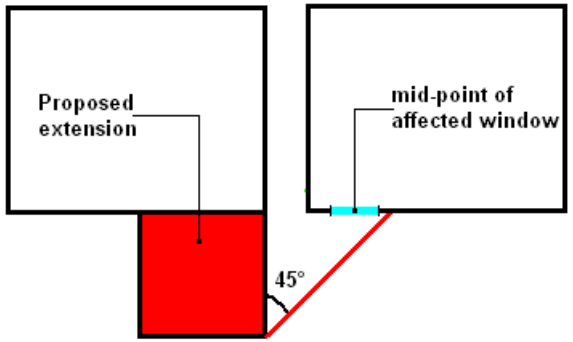


Fig B: Plan view

<u>The 25° Method</u>

The 25° method should be applied in situations where existing windows would directly face the proposed building or extension. Firstly, a section should be drawn, taken from a view at right angles to the direction faced by the windows in question. On this section, a line should be drawn from the mid-point of the lowest window, 25° to the horizontal, towards the obstructing building or extension. If the proposed building or extension is entirely below this line, it is unlikely to have a substantial effect on the diffuse daylighting of the existing building. Where the 25 degree approach is not satisfied, it will be for the planning authority to make a judgement on the degree of impact upon an adjacent dwelling.

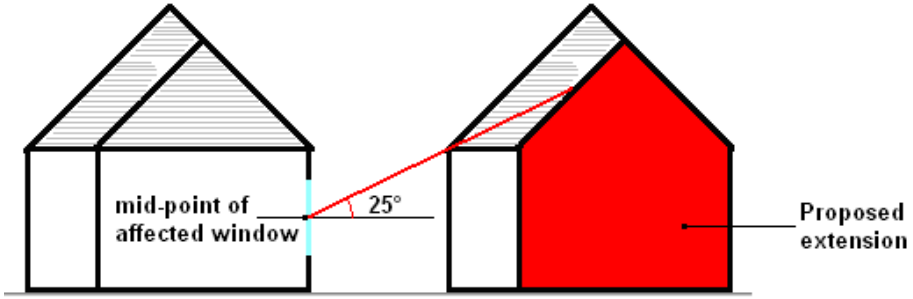


Fig A: Proposed extension may result in loss of daylight to adjacent window of a habitable room

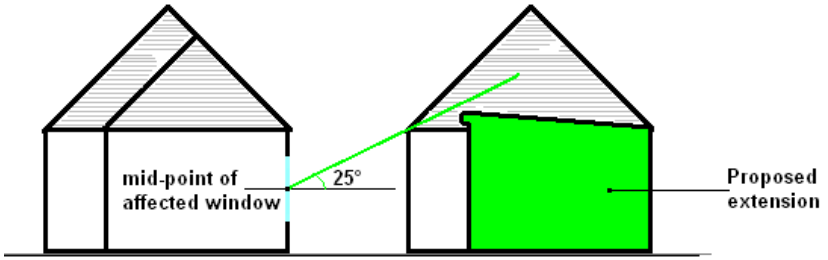
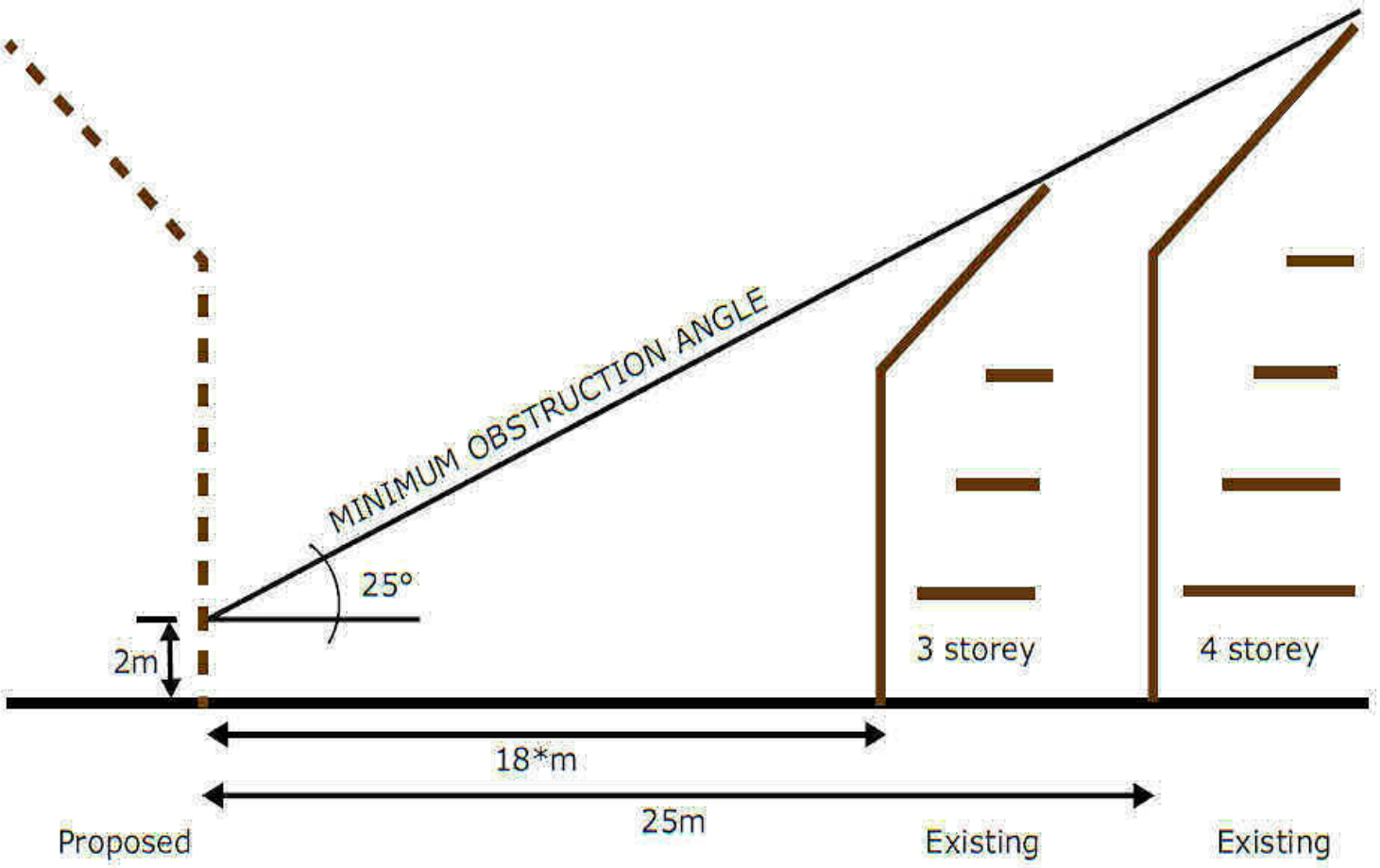


Fig B: Proposed extension would not result in loss of daylight to adjacent window of a habitable room

Both diagrams show line drawn from mid-point of affected window, at 25° to the horizontal.

The 25 degree approach to calculating daylight



* It should be noted that 18 metres is the minimum separation distance for privacy but where development is proposed adjacent to taller buildings or on sloping sites this distance must be increased if adequate daylight is to be achieved to the ground floor of the proposed house.

Sunlight

In many instances, extensions to residential property will have at least some effect on the level of direct sunlight which falls on adjacent land or buildings. Where such overshadowing is excessive, substantial areas of land or buildings may be in shade for large parts of the day, resulting in a significant impact on the level of amenity enjoyed by residents. It is therefore helpful to have some means by which an assessment of any potential overshadowing can be made.

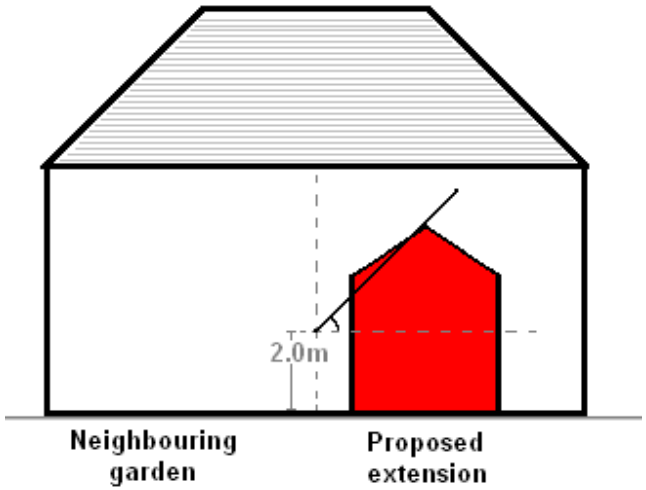
The method used involves drawing a line at 45 degrees to the horizontal. This line will begin at a point above ground level on the relevant boundary. The height above ground level will be determined by the orientation of the proposed building or structure relative to the affected space, as shown in the table below;

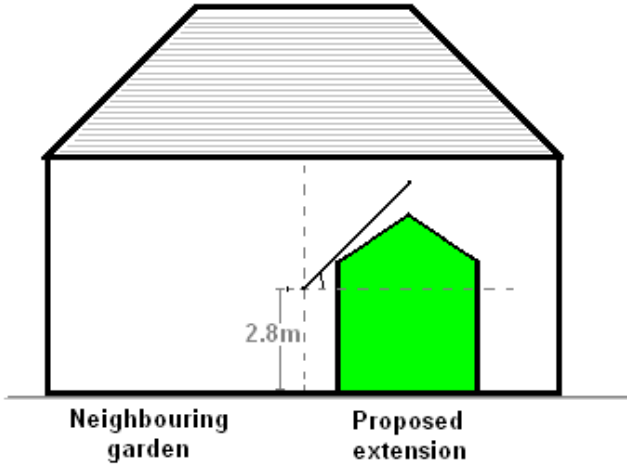
Orientation of extension relative to affected space	Height from which 45 degree line should be taken
N	4m
NE	3.5m
E	2.8m
SE	2.3m
S	2m
SW	2m
W	2.4m
NW	3.3m

This method is intended as a tool to assist case officers in their assessment of potential overshadowing, and it is important that this be applied sensibly and with due regard for the context of a particular site. Where a proposal is not able to satisfy the requirements of the relevant test, it will then be appropriate for officers to consider other factors relevant to the likely impact on amenity. These will include, but will not be limited to: the proportion of amenity space/garden affected; the position of the overshadowed area relative to windows (of habitable rooms) of an adjacent property; and the nature of the space affected (e.g. overshadowed driveway).

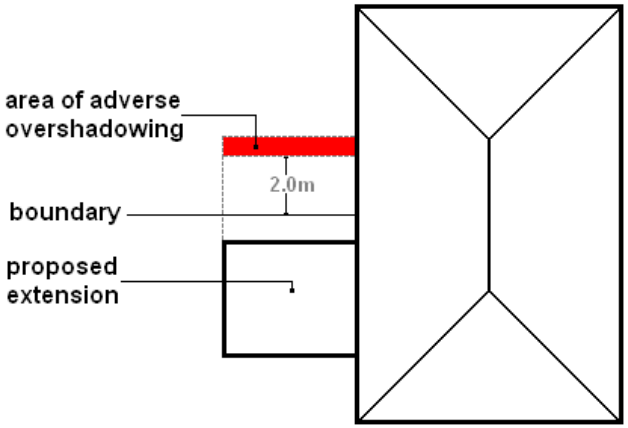
Example 1: In this example, the proposed extension would be located to the East of the neighbouring garden ground. A point 2.8m above ground level, on the site boundary, is found. From this point, a line is drawn at 45 degrees to the horizontal.

The diagram in Example 1 shows that the line drawn would not strike any part of the proposed extension, and therefore for the purposes of this test there would be no adverse affect on sunlight to the neighbouring garden.





Example 2: In this second example, the proposed extension would be constructed to the south of the adjacent garden ground. The same process is followed, but in this instance the line is drawn from a point 2m above ground level.



As the first diagram shows, the proposed extension would intersect the 45 degree line drawn. This suggests that there would be an area of adverse overshadowing in the neighbouring garden as a result of this proposal.

The second diagram demonstrates the area of adjacent garden ground which would be affected in plan view. This allows the case officer to make an assessment of the proportion of garden affected relative to the total useable garden area. As mentioned previously, the nature of the affected area will also be of relevance in determining whether there is justification in allowing a proposal which does not satisfy the 45 degree test for sunlight. There will be instances where proposals will be approved on this basis.

Appendix 3

Privacy

New development should not result in significant adverse impact upon the privacy afforded to neighbouring residents, both within dwellings and in any private garden ground/amenity space. What constitutes an acceptable level of privacy will depend on a number of factors. The purpose of this appendix is not to create a rigid standard which must be applied in all instances, but rather to set out the criteria which will be taken into account in determining the impact of a particular development.

It is common practice for new-build residential development to ensure a separation distance of 18m between windows where dwellings would be directly opposite one another. Given the application of this distance in designing the layout of new residential development, it would appear unreasonable to then apply this to residential extensions to those same properties.

Assessment of privacy within adjacent dwellings will therefore focus upon the context of a particular development site, taking into account the following factors:

- existing window-to-window distances and those characteristic of the surrounding area;
- any existing screening between the respective windows;
- appropriate additional screening proposed
- respective site levels
- the nature of the respective rooms (i.e. are windows to habitable rooms); and
- orientation of the respective buildings and windows.

Any windows at a distance of 18m or more will not be considered to be adversely affected through loss of privacy. At lesser distances, the factors stated above will be considered in order to determine the likely degree of impact on privacy.

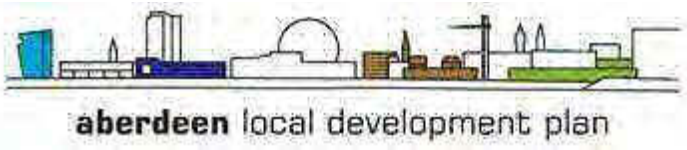
Any windows to habitable rooms (habitable rooms constitute all rooms designed for living, eating or sleeping e.g. lounges, bedrooms and dining rooms/areas) should not look out directly over, or down into, areas used as private amenity space by residents of adjoining dwellings. In these circumstances the windows of non-habitable rooms should be fitted with obscure glass.

The addition of balconies to existing residential dwellings will require careful consideration of their potential impact upon privacy. Any proposed balcony which would result in direct overlooking of the private garden/amenity space of a neighbouring dwelling, to the detriment of neighbours' privacy, will not be supported by the planning authority.

Appendix 4: APPLICATION CHECKLIST GUIDE

☒☑

Have you discussed the proposed works with your neighbours?	
Is planning permission required? Remember, some works can be carried out as 'Permitted Development'	
Is any other form of consent required for the works?	
Have you considered the appointment of an architect, planning consultant or other agent to act on your behalf? Though not mandatory, this can be worthwhile as agents will be familiar with the planning system and should be able to provide the drawings and supporting information to the necessary standards.	
Will any supporting information be necessary to enable the planning authority to make a full assessment of issues relevant to the proposal? For example, are there trees or protected species within the site?	
Is the building a Listed Building or within a Conservation Area? If so, it is recommended that advice is sought from the planning authority prior to submission in order to gauge the potential impact on these designations.	
Have you considered your proposal in relation to the guidance contained within the Householder Development Guide? Any proposal for householder development will be assessed against this Supplementary Guidance	
Is the proposed design consistent with the character of the property and the surrounding area?	
Would the development proposed result in any significant adverse impact on your neighbours in terms of loss of light, overshadowing and/or privacy?	
Would the proposed development result in an insufficient provision of amenity space/private garden?	
Have any changes to access and/or parking requirements been discussed with the Council in its role as Roads Authority?	



Topic Area 5 – City Centre and Business.

Business.

Contents

5.1.1 Introduction

Status of Supplementary Guidance
This Supplementary Guidance (SG) forms part of the Development Plan and is a material consideration in the determination of planning applications.

The guidelines set out in this document shall apply, on a city-wide basis.

Introduction to Topic
Scottish Planning Policy states that a sequential approach should be used when selecting locations for all uses which generate significant footfall, including retail, leisure uses and public buildings and requires that locations are considered through a hierarchy of centres.

The city's network of centres which have been arranged into a hierarchy and the role of each centre in the hierarchy has been set out below. This provides a context for the assessment of new development proposals.

5.1.2 Hierarchy of Centres

Within the hierarchy, the City Centre is identified as being the preferred location for retail, commercial, leisure and other significant footfall generating developments serving a city-wide or regional market. The designation and role of other centres within the network and hierarchy is set out below. A sequential approach to assessing retail, commercial and leisure proposals will be taken in accordance with this hierarchy and in line with Scottish Planning Policy. The City Centre, Retail Core, Town Centres, District Centres, Neighbourhood Centres and Retail Parks have been mapped on the Aberdeen Local Development Plan - Proposals Map.

Figure 1: Retail Hierarchy and Sequential Approach

Centre Type	Policy Approach			Centre Location	
	Vitality and Viability	New Development	General principles for sequential approach		
City Centre	Protection	Support all retail, commercial, leisure and other significant footfall generating developments serving a city-wide or regional market.	Preferred location for all retail, commercial, leisure and other significant footfall generating development.	City Centre	
Town Centres	Protection	Support all retail, commercial, leisure and other significant footfall generating serving the town or area but isn't serving a citywide or regional market.	Preferred location for retail, commercial, leisure and other significant footfall generating development that markets for the town or area.	Rosemount	Torry
District Centres	Protection	Support local retail, commercial and leisure provision only.	Preferred location for all convenience retailing where the market area covers the district centre.	Danestone Dyce Middleton Park	Rousay Drive Upper Berryden
Neighbourhood Centres	Protection	Support local retail, commercial and leisure provision only.	Preferred location for local retail, commercial and leisure development.	Please see Figure 3	
Commercial Centres	Protection	Support large bulky goods and comparison only.	Appropriate for large bulky comparison if city centre/town centre sites are not available - i.e. subject to sequential test.	Garthdee Kittybrewster Links Road / Boulevard	Lower Berryden Denmore Road

Figure 2: Sequential Approach Thresholds

	Sequential Approach							Centre	
	Convenience Developments			General Comparison		Bulky Goods			
Development Thresholds	>15K Sqm GFA	2-15Km sqm GFA	<2k sqm GFA	>5K sqm GFA	<5K sqm GFA	>5k sqm GFA	<5K sqm GFA		
Regional Centre	1	1	1	1	1	1	1	City Centre Retail Core	
Edge of city centre	2	2	2	2	2	2	2	City Centre	
Town Centres and District Centres	3	1	1	3	1	3	1	**Town Centres** Rosemount Torry	**District Centres** Danestone Dyce Middleton Park Rousay Drive Upper Berryden
Edge of Town / District Centres	4	2	2	4	2	4	2	N/A	
Neighbourhood Centres			1					Please see Figure 3	
Commercial Centres (provided site is easily accessible by public transport)	5	3	3	5	3	5	3	Garthdee Kittybrewster Links Road / Boulevard	Lower Berryden Denmore Road
Out of Centre (accessible by public transport)	6	4	4	6	4	6	4	N/A	

Figure 3: Neighbourhood Centres

Bieldside	Braehead Way	Bucksburn	Byron	Chattan Place
Cornhill	Cove	Cults	Culter	George Street
Hayton	Holburn	Kincorth	Kingswells	Kittybrewster / Clifton
Lang Stracht	Leadside Road	Mastrick	Mannofield	Moir Green
Rosemount NC	Scattlie Park	Scotstown	Seafield	Seaton
Sheddocksley	St Swithin Street	Urquhart Road	Victoria Street, Dyce	Woodside

Notes:-

- Threshold sizes are indicative. The test should also consider what market the development is expected to serve by referring to Figure 1. If a development is serving a city-wide market or is attracting customers from the citywide or wider area, then the City Centre is the preferred location.

- The numbers in Figure 2 represent the preferred order in the sequential approach. e.g. the city centre is a first choice location for all forms of retail development. Neighbourhood centres are first choice locations for convenience developments of under 2,000sqm, although these would also be acceptable in the city centre, town centres and district centres.

- Development proposals should also consider, as required by Scottish Planning Policy, different built forms to better fit with opportunities which exist within centres in the hierarchy. For example, a retailer seeking 1,000sqm of single level comparison floorspace may have to consider utilising two levels of 500sqm or three levels of 333sqm within the city centre rather than moving to a retail park or out of centre site.

5.2.1 Introduction

Status of Supplementary Guidance
This Supplementary Guidance (SG) forms part of the Development Plan and is a material consideration in the determination of planning applications.

The guidelines set out in this document shall apply to Union Street.

Introduction to Topic
Union Street is Aberdeen's principle street that runs East to West through the City Centre. The street plays a prominent and wide-ranging role in the life of the City and has had in past a major role in the City's retail function. Through the development of Union Square to the south of Union Street and the extension of floorspace to the north of Union Street in the Bon Accord Centre the retail role on Union Street is not as significant as it once was. Union Street now hosts a mix of uses all appropriate for a thriving city centre. Proposals to enhance the vitality and viability of Union Street will be supported.

The Union Street Frontages Guidelines take into consideration the parts of Union Street that are covered by the City Centre Retail Core boundary as defined in the Proposed Aberdeen Local Development Plan's Proposal Map (Broad Street to Huntly Street on the north side of Union Street and Castle Street to Bon Accord Street on the south side of Union Street).

The Union Street Frontages Guidelines aim to maintain an appropriate mix and location of shopping, service and commercial leisure functions on Union Street within the Retail Core. It does this by applying minimum percentages of ground floor retail frontage that are required in individual sectors of Union Street. However there will be a greater degree of flexibility with the Union Street Frontages Guidelines on proposals for change of use from Class 1 (retail) to Class 3 (food and drink).

5.2.2 Union Street Frontages

The six individual sectors along Union Street are shown at the end of this document. The minimum percentage of ground floor retail frontage that is required for the individual sectors of Union Street varies, illustrating the relative desirability of fostering continued retail use in and adjacent to particular parts of Union Street.

Proposals for a change of use from retail (Class 1) (as per the Use Class Order (1997) to non-retail uses such as cafés, restaurants, hotels, leisure and financial and professional services will be determined in accordance with Policy NC2: City Centre Retail Core and will be measured against minimum percentages as well as other relevant criteria set out in this document. All proposals for a change of use must: enhance or adequately maintain daytime vitality and maintain an active street frontage.

There is also a need to avoid excessive concentrations of non-retail uses, including licensed premises, where this would be likely to have a significantly adverse effect on continued retail use of existing groups of retail units or on amenity.

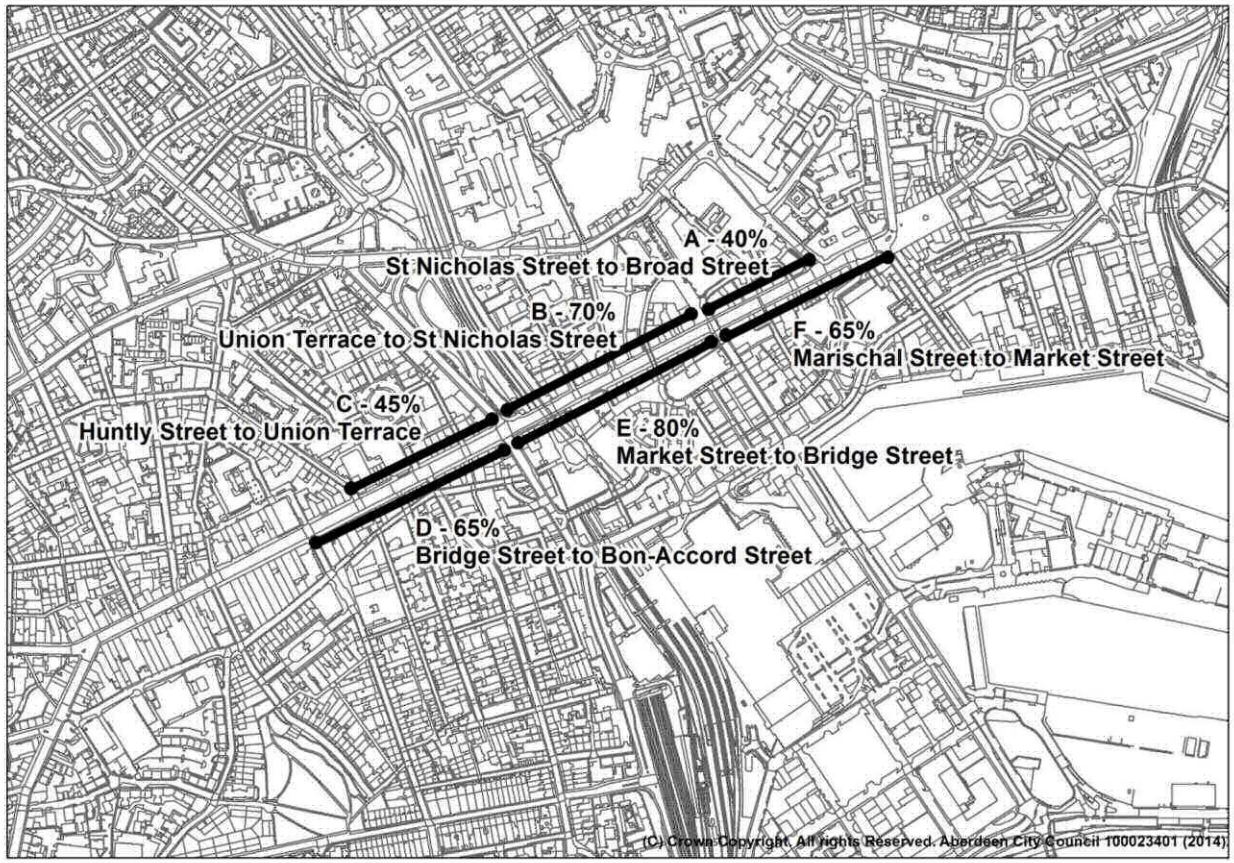
Figure 4: Percentage of ground floor retail frontage in individual sectors:
As of **14/11/2014.** The actual retail and spare capacity percentages frequently change).

Sector	Minimum Required Retail %	Actual Retail %	Spare Capacity %
A (North side of Union Street between Broad Street and St Nicholas Street)	40%	46.6%	+6.6%
B (North side of Union Street between St Nicholas Street and Union Terrace)	70%	70.7%	+0.7%
C (North side of Union Street between Union Terrace and Huntly Street)	45%	45.25%	+0.25%
D (South side of Union Street between Bon Accord Street and Bridge Street)	65%	67.7%	+2.7%
E South side of Union Street between Bridge Street and Market Street)	80%	81.9%	+1.9%
F (South side of Union Street between Market Street and Castle Street)	65%	64.5%	-0.5%

Where a unit is vacant, its last known use is used to calculate the actual ground floor retail frontage of a particular sector, except in cases where a vacant unit has an extant planning permission that has not yet been implemented. In the latter instance, the most recently authorised use class is used for calculation purposes.

The Union Street Frontages policy guidelines allow for an unlimited amount of flexibility above the minimum required level of Class 1 retail frontage at ground floor level on Union Street. There is limited flexibility of up to 1% below the minimum required level where the proposed new use meets the other relevant criteria as set out in this supplementary guidance.

Figure: Map of Union Street Frontages



5.3.1 Introduction

Status of Supplementary Guidance
This Supplementary Guidance (SG) forms part of the Development Plan and is a material consideration in the determination of planning applications.

The guidelines set out in this document shall apply, on a city-wide basis.

Introduction to Topic
Scottish Planning Policy (2014) approach states the planning system should promote town centres first for a mix of uses including cultural and community facilities, retail, leisure, entertainment, recreation, as well as homes and businesses.

Having a mix of uses can create a vibrant setting. Ensuring that the mix does not impact negatively on existing uses in important. The guidance below outlines considerations that need to be addressed when developing

- Hot Food Shops;
- Liquor Licensed Premises (with exceptions to hotels, restaurants, cafes and off-licenses);
- Amusement Centres, Amusement Arcades and Casinos
- Street Cafes;
- Living / Working Above or Below a Business; and
- Residential Developments in the City Centre.

These development proposals can raise sensitive amenity issues for neighbouring properties and land uses due to the adverse effect of noise, smell and litter.
This is particularly the case within the City Centre, where there is a concentration of developments of this nature and a high degree of mixed use, thereby increasing the potential conflict.

5.3.2 Harmony of Uses

Over-Concentration
Hot food shops, liquor licensed premises, amusement centres, amusement arcades and casinos all offer a popular service to local communities and have a significant role to play within retail centres. However, an overabundance of any of these uses can have an adverse impact on the vitality and viability of designated retail centres and on residential amenity.

Within retail centres, it is important that such uses do not detract from the primary retail function, or result in a loss of shops to the detriment of local residents.

In areas where the residential character of an area predominates, the need to protect residential amenity takes precedence.

Applications will be refused where it is considered that there may be a significant over-concentration which may impact on:
a) the primary retail function of any of the retail centres included within the Hierarchy of Centres
b) the nearby residential amenity in the area.

Protection of Residential Amenity
The protection of the living conditions of residents in close proximity to any proposed hot food shops, liquor licensed premises, amusement centres, amusement arcades and casinos will form a major consideration in assessing applications of this nature.

These uses can generate unacceptable levels of noise, vibration, odour, traffic disturbance and litter. It is therefore important that such uses are controlled or restricted to protect residential amenity.

Noise and vibrations generated from cooking and essential extraction equipment in hot food shops and noise generated from music in liquor licensed premises and in amusement centres, amusement arcades or casinos, along with increased levels of customer movement, can cause disturbance to residents.

It is not usually considered acceptable to locate a hot food shop, liquor licensed premise, amusement centre, amusement arcade or casino directly adjacent or beneath residential properties.

Applications within close proximity to residential units will be refused where it is considered that there may be significant adverse impacts on residential amenity in terms of noise, vibration, odour, traffic disturbance, litter or hours of operation as a result of the proposed premises.

Waste and Litter
Hot food shops, liquor licensed premises, amusement centres, amusement arcades and casinos can generate a significant volume of waste and litter. Consideration must be

given to providing bins that are of suitable size, appropriately sited and screened. Inadequate storage facilities for refuse can result in harm to visual amenity as well as serious risk to public health. Full details of refuse storage arrangements should be included in all planning applications for hot food shops, liquor licensed premises, amusement centres, amusement arcades and casinos.

Additionally, full details for grease traps should be included for all planning applications for hot food shops. We would recommend that applicants contact Environmental Health before submitting a planning application to discuss waste and litter disposal and grease discharge. Further guidance on waste facilities is to be found in Supplementary Guidance: Waste Management Requirements for New Developments

All applications must identify adequate and appropriate space on-site to store waste products. Where this is not possible, secure storage should be provided.

With hot food take-away applications appropriate litter bins should be provided within the site.

Where the waste storage provisions are considered inadequate, planning permission will not be granted.

Odours and Cooking Smells

Odours produced primarily as a result of the cooking process in hot food shops can cause amenity problems. Therefore, effective extraction systems must be in place. We would recommend that applicants contact Environmental Health before submitting a planning application to discuss extraction.

The design of the extraction equipment should ensure that odours, fumes, or noise cause no nuisance or disturbance to nearby properties.

Applications for external flues in conservation areas or within the setting of a listed building will be subject to greater scrutiny in terms of potential impact on visual amenity. Colour coated flues that complement the existing building materials should normally be used.

Prior to the determination of a planning application, full details of an extraction system shall be submitted to the Planning Authority for approval and thereafter should be installed to effectively disperse odours from hot food shops.

Extraction systems must be designed so that they do not have an unacceptable impact on visual amenity.

To be acceptable, the proposed extraction system will have to be:

- Located to minimise its visual impact on the street scene;
- Of a colour, finish, design and material to blend with the building to which it is attached;
- Installed within the building where practical and particularly where the proposal is within a conservation area or within the setting of a listed building.

Proposed systems must meet the standards of both Environmental Health and the Planning Service.

If unacceptable smells and fumes cannot be prevented by means of an effective extraction system, or if ducting cannot be installed without significant detriment to visual amenity, planning permission will not normally be granted

Road Safety Issues from hot food shops

Hot food shops tend to attract a high proportion of car users and short stay customers. Increased noise and traffic disturbance from vehicles can be a nuisance for adjacent land uses.

Often, in the vicinity of hot food shops, there is an increased occurrence of obstructed parking and interruption to the flow of traffic adjacent to these premises due to inconsiderate parking. Insufficient parking facilities can also have an adverse impact on the amenity of the immediate and surrounding area.

The impact of a proposal on the safety of pedestrians and road users will be considered with regard to:

- The existing use of the site;
- Existing traffic conditions;
- The accessibility of the site by public transport, walking and cycling;
- The availability of public parking provision in close proximity to the premises;
- Proximity of proposal to lighting junctions, pelican crossings and bus stops;
- The availability of safe and legal loading areas in close proximity; and
- The implications for the amenity of the surrounding area.

Where a proposal is considered to have an unacceptable impact on road safety, planning permission will not be granted

A delivery and service plan statement, detailing how delivery and servicing will work on site, will be required for all applications.

Street Cafes

The Council supports and encourages the provision of street cafes in:

- fully pedestrianised (where vehicles have no right of entry) streets; and
- areas where pavements are wide enough to accommodate the proposed street café.

It is important that street cafes are properly designed, administered and managed to ensure that they meet the high standards expected in Aberdeen. They should not obstruct public space or create a hazard for pedestrians.

We would recommend that applicants contact Licensing and Roads before submitting a planning application to discuss their proposal for a street cafe.

The approved street cafe will be kept clean and litter free. The licence holder must also ensure that litter does not stray onto any neighbouring area.

All tables and chairs must be removed from the highway after the premises closing hours.

The use of external public address systems or amplified music is not permitted within the licensed area at unreasonable hours.

Seating space contained in the licensed area must be included in total occupancy figures for the premises.

Planning applications for 'street cafes' where adequate space is not provided on the public footpath to allow pedestrians a straight, obvious and unobstructed route past will be refused. Such a route should not pass through the area used by the tables and chairs.

Applications for street cafes which occupy more than half the total width of the footway will be refused.

Living / Working Above or Below a Business
Making use of the space above or below a business will be supported in principle. However, it is acknowledged that conflict may occur and this has to be mitigated.

This conflict is more apparent in the City Centre; however outwith the City Centre the conflict can also occur. Whilst it is reasonable to expect an adequate level of residential amenity, urban centres are lively and vibrant places and those who live there should not expect that the amenity would be comparable of that of a purely residential area.

Living and / or working above or below a business can prove testing due to potential conflict with amenity. The challenge is to reduce the conflict to a minimum through careful siting and design of new residential properties and new licensed or noisy premises.

There will be a presumption in favour of proposals that bring into use and upgrade vacant, under-used and sub-standard upper and lower (basement) floor properties. However, applications for change of use from residential to non-residential use shall be refused where:

- There would be an unsatisfactory impact on amenity of occupiers and users of surrounding premises, in terms of noise, odours or other disturbance or inconvenience; or
- Where the proposal would involve a stairwell giving access to existing residential property being shared with non-residential users.

Residential Developments in the City Centre
There are challenges accommodating residential development in a thriving city centre, where there is a mix of uses. Residential development adjacent to the harbour is specifically challenging.
Developers proposing residential developments in the city centre must be mindful of the location of licensed premises and noisy uses. Appropriate measures may need to be

undertaken as part of any such development in order to maintain an acceptable level of residential amenity.

Proposals for new residential development or conversion of existing premises to residential use will only be allowed in parts of the city centre where a suitable residential amenity will be secured. Applications for such residential developments or conversions will be refused where one or more of the following criteria apply:

- The proposed development is within the same built structure: as a hot food shop, licensed premise, amusement centre, amusement arcade or casino;
- There is a common or shared access with licensed premises or other use detrimental to residential amenity.
- The proposal is located beside a taxi rank.

Prior to the determination of any planning application for residential development in the city centre and/or adjacent to the harbour, a noise assessment must be submitted by a suitable qualified consultant. Such assessment must demonstrate that a satisfactory level of residential amenity can be achieved, taking into account background noise levels, and must outline the necessary mitigation measures to ensure this.

5.4.1 Introduction

Status of Supplementary Guidance
This Supplementary Guidance (SG) forms part of the Development Plan and is a material consideration in the determination of planning applications.

The guidelines set out in this document shall apply, on a city-wide basis.

Introduction to Topic
Serviced apartments provide short term accommodation to business and leisure visitors. The development of serviced apartment must not be to the detriment of other uses in the locality.

Serviced Apartments are residential flats used as quasi hotel accommodation by business and leisure visitors to the city, where periods of occupation are generally but not necessarily less than 90 days by any individual, family or group. Services such as cleaning and laundry are provided, either on a daily basis or between periods of occupation. All apartments within a development must be in single ownership and operated as a single business. They should **not** be a form of permanent housing.

Serviced apartments are considered to be S*ui generis* (of its own kind) and therefore not within any specific use class. All proposals to create serviced apartments within existing properties will therefore require the submission of a planning application for a change of use. Planning permission would also be necessary for changes of use from a serviced apartment to any other use. If a development is to be considered as serviced apartments according to this Supplementary Guidance, then the description of the development for the application will have to specifically refer to the intended use of serviced apartments.

5.4.2 Serviced Apartments

Serviced Apartments in the City Centre and the existing built up area

Aberdeen City Council encourages serviced apartments in the City Centre (as defined on the Proposals Map) in principle, subject to satisfying all other policies contained within the Local Development Plan, such as siting, design, and other amenity considerations. Serviced apartments outwith the City Centre but within the existing built up area will be assessed on their own merits. All planning applications for serviced apartments will take into consideration the potential issues discussed below. Please see the sections below for guidance on amenity, servicing, sustainable travel and parking, developer contributions and legal agreements.

Serviced Apartments in Green Belt

There is a presumption against the location of serviced apartments in Green Belt areas across the City. For guidance on development within the green belt please refer to Policy NE2: Green Belt contained within the Aberdeen Local Development Plan.

Amenity

Residential amenity should not be adversely affected by the introduction of serviced apartments and the applicant should demonstrate this in the planning application. Whilst the Council encourages the provision of such accommodation in appropriate locations, amenity problems can arise where serviced apartments are established in close proximity to residential uses.

Serviced apartments should fit into their surroundings and should not adversely affect residential amenity by reason of noise, disturbance, traffic generation or exacerbation of parking problems. This can be an issue particularly in H1: Residential Areas and H2: Mixed Use Areas (please see Proposals Map) throughout the city.

For new purpose built serviced apartments we will take into account other policy considerations, such as density, impact on loss of light, loss of privacy, etc.

As a result of all the amenity considerations, serviced apartments are more preferable in the city centre and locations with good access to public transport.

Servicing

The servicing of serviced apartments can also create concerns relating to residential amenity and road safety, such as disturbance and parking obstructions. All planning applications for serviced apartments must include a servicing strategy for the development. The servicing strategy must detail how the development will be serviced including parking for any vehicles attributed to the servicing of the development, details of storage facilities for waste, means of collection of waste, laundry services and other associated servicing such as delivery of mail. Details on the type, number and frequency of vehicles used for servicing and hours of servicing will require to be submitted. Each application for serviced apartments will be assessed on its own merits depending on

the location and existing refuse facilities available. Conditions may be attached to control any aspect of the proposed servicing strategy if there are road safety or amenity considerations that require them. Applicants are encouraged to speak to Development Management at pre-planning stage, and may also wish to discuss proposals with the Environmental Health Team and the Roads Projects Team within the Council, regarding waste and access respectively, before submitting a planning application.

The Planning Authority wishes to ensure that residential amenity is not adversely affected by the collection of waste from serviced apartments, or other servicing arrangements such as cleaning and laundry.

Sustainable Travel and Parking

In line with policy T3: Sustainable and Active Travel serviced apartments should minimise travel by private car, improve access to services and promote healthy lifestyles by encouraging active travel.

In order to minimise travel by private car and encourage sustainable modes of transport the Council may condition applications for serviced apartments in the following ways: no on site parking spaces, cycle spaces made available on site, the availability of a bike hire scheme and membership of the Car Club. In instances where no parking is supplied with the serviced apartments and the development is within the City Centre and the existing built up area (when a bus stop is no more than 800m from the apartment) then serviced apartments shall be regarded as ‘car free’ and contributions as per the Infrastructure and Developers Contributions Manual will apply.

When car parking is provided for a serviced apartment development, a car parking standard for the City Centre and existing built up area should be a maximum of 0.75 car parking spaces per apartment.

Aberdeen City Council also encourages the production and promotion of a Residential Travel Pack, especially for low or no car developments. This should promote walking, cycling, public transport, car club and other helpful site-specific transport information tailored to the development and made available on the businesses website and in the apartments. This may be conditioned in a planning consent.

Please see Supplementary Guidance on Transport and Accessibility for further information on transportation issues.

Planning Obligations

Serviced apartments can have an impact on a number of services and facilities. Contributions may be sought, on a floor space basis and calculated on gross internal floor area including additional car parking and hardstanding, for the development of serviced apartments. Examples of contributions that may be sought for the development of serviced apartments are environmental and core path improvements. Please be aware that further considerations such as contributions will be required for future applications for a change of use of serviced apartments to residential.

Please see the Council's Planning Obligations Supplementary Guidance for further details.

Single Ownership
In order to control maintenance and servicing of serviced apartments, Aberdeen City Council wishes to see serviced apartments remaining in single ownership, ensuring that, they are not sold off separately or disposed of for any alternative use. This would be secured by a legal agreement with any planning permission the Planning Authority grants.

Legal Agreements
Aberdeen City Council will seek to enter into a legal agreement with the applicant(s) to ensure that blocks of serviced apartments remain in single ownership. The legal agreement will also ensure that any serviced apartments do not become permanent residential properties. With this in mind the agreement will specify a maximum length of continuous occupancy of any apartment(s) within a block of serviced apartment by any occupant(s). This will normally be a period of 90 days duration unless a strong case has been made by the applicant for a variation supported by evidence of controls that ensure the apartments will not be occupied on a permanent basis and that prevents both tenancy duration and continuous periods of occupation of a single unit extending beyond a specified period. In all circumstances this specified period will be less than 9 months.

5.5.1 Introduction

Status of Supplementary Guidance
This Supplementary Guidance (SG) forms part of the Development Plan and is a material consideration in the determination of planning applications.

The guidelines set out in this document shall apply, on a city-wide basis.

Introduction to Topic
The term includes day nurseries, crèches, and pre-school playgroups and can be defined as a place where a number of children under 5 years of age are brought together for part or all of a working day on a regular basis and where provision is made for their care, recreation and in some cases meals.

Children's nurseries fall within Class 10 of the Town and Country Planning (Use Classes) (Scotland) Order and planning permission is required for the change of use of any building falling outside this use class to form a children's nursery.

5.5.2 Private Children's Nurseries

Main Considerations

When determining applications for children's nurseries the main issues to consider:

- The likely effect on the character of the area, especially where the building would be completely removed from residential use and where it relates to conservation areas and listed buildings.
- Car parking and traffic congestion caused by both staff and parents dropping off and collecting children.
- Noise from children, both internally and externally.

Residential Areas/Mixed Use Areas

In assessing whether or not a nursery would cause any conflict with, or nuisance to the character of an area and the existing level of residential amenity, the following would normally be considered:

- Planning permission for a day nursery will not normally be granted where the number of children would create an unreasonable noise nuisance either from within the premises or outside in any play space, particularly within a residential area. For the foregoing reason the type / location of property concerned will be important. Flats and terraced houses, in particular, are generally not considered suitable.

- The proposed opening hours and days of operation of the nursery would be expected to be Monday to Friday. Opening hours outwith the period 8 am to 6 pm are unlikely to be acceptable.

- In terms of the number of children the applicant proposes to supervise. A figure of 20 children will normally be considered the maximum for day nurseries in residential areas. Large buildings with extensive gardens on roads characterised by hotels, educational establishments and other commercial uses rather than houses, may be considered more appropriate locations for day nurseries accommodating more than 20 children.

- There should be adequate provision of suitable outdoor play space. Normally a minimum of 100 sq metres for 12 children or less would be sought with this rising to 150 sq metres for premises with more than 12 children attending. In terms of protecting the residential amenity of adjoining properties, playspace should be located away from the habitable rooms of adjoining properties and be adequately buffered through for instance the use of landscaping or screened fencing to protect from noise and overlooking.

- The effect of any external / internal alterations proposed in relation to the change of use such as car parking, new signage. Car parking will not normally be acceptable in front gardens unless well screened by landscaping from the road. Window displays can create a cumulative visual effect and can conflict with the character of the area.

- Access and Car Parking. Vehicular and pedestrian access should be safe and direct. The access and nursery should normally be at ground floor level. There

should be appropriate car parking on site in accordance with the Council's adopted standards and the parking layout should enable visiting cars to enter and leave the site in a forward gear. Establishments must provide adequate facilities on site to enable the safe dropping off/picking of vehicle passengers. Where no such facility can be provided, use of the public road will only be acceptable following an assessment of road/ parking capacity and road safety, which concludes the effects of the proposal are not significant.

- A concentration of day nurseries is likely to be resisted where it results in an unacceptable loss of amenity, change the character of the area and creates parking or traffic problems particularly within residential areas

Non-Residential Areas/Industrial Areas
On-site work-place nurseries within existing buildings, which are solely for use by the employees of that firm or establishment, are regarded as ancillary to the main use and do not require planning permission.

New nurseries should not normally be considered favourably within Policy B1 or B2 areas designated within the Local Development Plan unless the applicants can satisfactorily demonstrate that:
(a) an adequate level of amenity could be created for the children, and
(b) the nursery would not be on a prime industrial site and would not threaten the Council's industrial land supply and or the aims of the B1 and B2 policies.

Conditions
It may be considered appropriate to attach certain conditions. These may relate to:

- Opening hours
- Car Parking and / or pick up / drop off facilities
- Restricting the number of children
- The requirement for a noise impact assessment and noise mitigation
- Restricting the use to a nursery only

Planning applications should be accompanied by the following information:

- detailed plans showing the proposed use of floor space within the building together with the amount of amenity space to be made available, on-site parking provision and treatment of all boundaries;
- an indication of the anticipated hours and days of use together with a justification for late or early hours and opening on weekends, where the premises are in a residential area;
- details of the number of employees (both part time and full time), and;
- the number of children of different age groups to be cared for.

Childminding
Childminding is the most common form of day care facility and is normally carried out in existing dwellings. Registered childminders working from home are unlikely to require planning approval. It is best to check with the planning service as there may be a requirement for planning permission

depending on the type, size, location, scale and nature of the use, particularly the number of children.

Glossary

Amusement Arcades
A unit that's main use is to predominantly conduct games for amusement only.

Amusement Centre
A unit that's main use is to predominantly conduct games for chance of profit.

Casino
A unit that's main purpose is to predominantly conduct gambling.

City Centre Retail Core
The area containing the highest concentration of shopping floorspace in the city centre.

Comparison Goods
Non-food items including clothing, footwear, household goods, furniture and electrical goods which purchasers compare on the basis of price and quality before buying.

Convenience Goods
Goods bought for consumption on a regular basis (e.g. food, drink, newspapers etc.)

District Centre
A group of shops outwith the city centre, usually containing a supermarket or superstore and non-retail services.

Edge-of-centre
A location within easy walking distance of one of the retail locations named in the Hierarchy of Retail centres Supplementary Guidance under the headings regional centre, town centres, district centres and neighbourhood centres, and providing parking facilities that serve the retail location as well as the development, thus enabling one trip to serve several purposes. In defining edge-of-centre, regard shall be had to the following:

- An easy walking distance to the principal retail frontage of the retail location (reflecting poor weather and shoppers encumbered with shopping etc);
- The presence of intervening barriers to pedestrian movement, including the need to cross roads, the presence of over- or underpasses and significant gradients;
- Whether a site is intervisible with part of the principle retail frontage of the retail location; and
- The extent of intervening non-retail uses between the site and the retail location.

In the special case of the City Centre Retail Core, 'edge-of-centre' means any part of the city centre (as defined on the Proposals Map) outwith the City Centre Retail Core

Hot Food Shop
An establishment for which the main use is selling hot food for take-away, although such businesses may also operate as a restaurant / café. It should be noted, however, that it is **not** intended to apply to restaurants / cafes where there is no substantial take-away element.

Liquor Licensed Premises
A unit that sells alcohol for consumption on and / or off the premises. However, there is an exception for liquor licensed premises that take the form of a hotel, restaurant, café and off-licensed premises.

Neighbourhood Centre
A small group of shops, primarily convenience shopping facilities, serving a local catchment area (i.e. the majority of customers living within 800m walking distance).

Out-of-centre
A location that is neither within nor on the edge of any of the locations listed in the Hierarchy of Centres Supplementary Guidance under the following headings: regional centre, town centres, district centres and neighbourhood centres.

Residential Amenity
The attributes which create and influence the quality of life of individuals or communities.

Retail Centres
An area where there is a concentration of retail uses. These are defined within Supplementary Guidance: Hierarchy of Centres.

Retail Park
A single development of at least 3 retail warehouses with associated car parking.

Sequential Approach
In applying the sequential approach to locating major shopping proposals in Aberdeen, the city centre will assume primacy. Proposals should firstly explore all city centre development opportunities followed by edge of centre development opportunities.

Street Cafes
are considered to be tables and chairs placed on public space as an extension of an existing use where food and / or drink is served to customers.

Supermarket

Single level self-service store selling mainly food with a trading floorspace of between 500 and 2500 square metres with dedicated car parks.

Superstore
Self-service store selling mainly food goods, usually with more than 2,500 sq metres trading floorspace, with associated car parking.

Town Centre
A centre that provides a diverse and sustainable mix of activities and land uses which create an identity that signals their function and wider role.

Vitality and Viability
Vitality is a reflection of how busy a centre is at different times and in different parts. Viability is a measure of its capacity to attract on-going investment and adaption to changing needs.

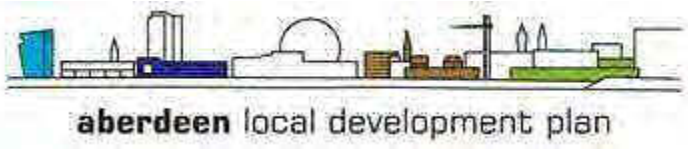
Further Reading

National Guidance

Scottish Planning Policy (2014)
Creating Places (2013)
Designing Streets (2010)
Scottish Government's Planning Advice Note (PAN) 59: Improving Town Centres (1999)
Scottish Government's Planning Advice Note (PAN) 77 Designing Safer Places (2006)
Scottish Government's Planning Advice Note (PAN) 78 Inclusive Design (2006)
Scottish Government's Planning Advice Note (PAN) 71 Conservation Area Management
Scottish Government Planning Advise Note (PAN) 1/2011Planning and Noise
Scottish Historic Environment Policy (2011)
Historic Scotland's Managing Change series

Local Guidance

Aberdeen City Council's Conservation Area Appraisals and Management Plan
Aberdeen City Council's suite of Supplementary Guidance



Chapter 6 – Housing and Planning Obligations

Contents

6.1.1 Introduction

New development can have a very positive effect on an area, providing new homes, jobs and economic development. However, new 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.

All development has an impact, and if necessary, financial contributions will be sought from developers to mitigate that impact. Existing deficiencies in public services, facilities or infrastructure can be made worse by new development and new deficiencies created. However, contributions are intended to address only matters arising from new proposals, not existing deficiencies.

In support of Policy I1 – Infrastructure Delivery and Planning Obligations and Appendix 3, this guidance outlines the methodology and criteria used to calculate contributions required to support new development. The Local Development Plan aims to ensure, as far as practicable, that the burden of additional infrastructure, facilities and services that are related to the development are absorbed by the landowner and developer, and not by the Council or other public service provider.

Aberdeen Local Development Plan Action Programme

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 monitored and updated regularly to take account of changes in circumstances as sites come forward through the planning process.

6.1.2 Developer Contributions

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 contributions sought are proportionate to the development proposed.

It is important to note that this Supplementary 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. It is, therefore, encouraged that early contact with these suppliers is made.

Also, pre-application discussions and early contact with the Developer Obligations Team and service providers to ascertain the likely levels of contributions required is encouraged. We encourage pre-application discussions with appropriate Council officers or external officers at the earliest possible stage.

The precise level of infrastructure provision and contributions required from any development will need to be agreed with the Council, in consultation with other statutory agencies.

Management of Funds

Contributions, identified individually, are currently held in the Council's balance sheet in a unique account to which notional interest, at Bank of England base rate, unless otherwise stipulated, is added on a monthly basis. In the event of a repayment of a contribution the interest added will be calculated to reflect, in addition, compounding on an annual basis.

The Council will undertake to spend contributions received in respect of an appropriate project or projects within 7 years of the date when planning permission is implemented (evidenced through the notice of initiation of development) or for those applications where phased payments are received (through a Section 75 agreement) within 7 years of the date of final payment.

In the event of the contribution, or part of it, not being spent within this time period the contribution, or part, will be refunded to the applicant or their nominee along with relative interest accrued.

The monitoring and management of developer obligations funds and supporting phased payments is an additional administrative cost which will be funded through the overall interest and 9% of the total interest on an annual basis will be used to support this.

Securing of Contributions

Contributions can be secured through upfront payments under Section 69 of the Local Government (Scotland) 1973, Section 48 of the Roads (Scotland) Act 1984 or Section 75 of the Town and Country Planning (Scotland) Act 1997.

It is a legitimate planning tool to use Section 75 Planning Obligations to achieve contributions towards the provision of services and facilities. However, current legislation makes it clear that planning conditions, including suspensive conditions, should be used wherever possible in the first instance. Planning Obligations should only be sought where they are required to make the proposal acceptable in land use planning terms and where the use of conditions or other legal agreement is not appropriate.

The applicant will be required to cover the costs of preparing and registering the Planning Obligation and will be responsible for their own legal costs.

Development Viability and Indexation

Up front identification of likely contribution requirements should be sought to input to development appraisals.

In some circumstances, where the developer asserts that the development contributions have an impact on the viability of a development the developer will be required to submit a viability assessment to the Council which may require to be independently reviewed (with the cost met by the developer). The Council will be willing to review the timing or phasing of paying financial contributions to assist the financial viability of a scheme. The particular requirements, timing of payments etc., for individual developments will be determined on a site by site basis.

Contributions will be index-linked by reference to the General Building Cost Index as published by the Building Cost Information Service of the Royal Institution of Chartered Surveyors or such other index as the Council and the developer may reasonably agree. The contributions will be index-linked from the date outlined in the assessment report, which is normally the 1st January the year preceding agreement on the Heads of Terms, until the date the contributions fall due of payment.

6.1.3 Obligations

A summary of the types of development and possible obligation is outlined below.

- Residential Development: All proposals which involve the creation of 5 units or more.

- Commercial Development: All developments where the floorspace exceeds 1,000m² or the site area is more than 1 hectare.

- Other applications where the development management officer considers the proposal to be of a scale or type of development appropriate to consult with the Developer Obligations Team.

TYPE OF OBLIGATION	RESIDENTIAL	COMMERCIAL
Strategic Transportation	✓	✓
Local Transportation	✓	✓
Core Paths	✓	✓
Regional SUDS	✓	✓
Education	✓	
Healthcare	✓	
Open Space	✓	✓
Community Facilities	✓	
Sports & Recreation	✓	

Some contributions, through this Supplementary Guidance, are based on a per-house-equivalent. The figures below calculate the contribution required. A three bedroomed house is taken as a 'standard sized unit (SHUE)'.

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

Where an application is received for Planning Permission in Principle and the precise mix of units is not available then a formula may be included within the agreement to allow the contribution to be calculated based on the mix proposed.

Transportation

Transport schemes associated with developments allocated in the Local Development Plan are separated into two categories:

- Strategic Transport Infrastructure – Strategic Transport Fund (STF) 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 deliver strategic infrastructure as development comes forward for implementation across the region. These funds will be managed and delivered by Nestrans. Separate guidance produced by the Aberdeen City and Shire Strategic Development Plan Authority titled "Delivering Identified Projects through a Strategic

Transport Fund" sets out the methodology and requirements.

- Local Infrastructure – All developments, regardless of STF requirements, will be assessed in terms of their impact on the local transport network and may be required to mitigate these impacts. 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. 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. See figure 1: Mitigation Measures.

Transport requirements will vary from site to site. The exact contribution required for each site will be determined on a case by case basis. Developers should be aware of, and take account of the requirements to provide such contributions.

The developer will be expected to provide and meet, in full, the cost of all external works identified as requirements through the planning process. 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, Air Quality and Noise Supplementary Guidance.

The principles set out in this Supplementary Guidance do not negate the requirement for either a Transport Assessment or a Development Framework / Masterplan/ Planning Brief. They should be applied as a basis for addressing transport impacts alongside, and in conjunction with, the preparation of these where they are required.

It should be noted that schemes listed in Policy T1: Land for Transport are not expected to be subject to developer contributions.

Transport modeling is being carried out to assess the cumulative impact of development proposed in the Dyce area of the city. It is considering the scale of transport interventions likely to be required to support the level of development proposed in and around the area. The modeling work will identify key points on the transport network where interventions are likely to be required to address the cumulative impact of the development. Contributions will be sought for these transportation interventions and a mechanism and geographical boundary will be determined and published at a later date.

Figure 1: Mitigation Measures

Road Improvements and Public Realm	The provision of or upgrading roads, bridges or other infrastructure 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	There may be instances where the Council may wish to take on this construction. This will be fully funded by the developer.
Footway Crossings	The Council will charge the developer for the cost of the construction. The cost will vary from site to site depending on the works required such as alterations to street furniture, utilities and width of crossing.
Public Transport Priority	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 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 and/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	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. Should traffic signals be required the developer will provide capitalised maintenance costs which can be arranged through a legal agreement.
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 outlined in Local and National policy such as Designing Streets which the developer may be liable to fund.
Cycling / Walking Routes	Developers will be required to provide safe routes for cyclists and walkers, this may include both on and off site cycle parking infrastructure improvements and the supply of secure cycle parking. Contributions towards the core path network in the vicinity of the development may also be sought (see section 6.1.4 Core Paths Network).
Safer Routes to Schools	Developers will be required to provide safe routes to schools through the provision of measures outlined in Local and National policy such as Designing Streets and exclusive cycle / pedestrian paths.
Car Clubs	May apply to all residential developments of 3 or more units and other developments where full parking provision is limited and where the shortfall of parking is not mitigated by other forms of transport. Residential development = **£400 per unit**

	Business development = a one off payment to the car club operator of **£25** and thereafter **£400 per space / shortfall**.
Bus Permits / Tickets	May apply to all residential developments of 3 or more units where full parking provision is limited. Annual bus permit with First Bus = **£660** Annual bus permit with Stagecoach = **£620**
Travel Plans	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. Travel Information Packs may be required alongside or in lieu of a full Travel Plan.

Traffic Regulation Orders / Stopping-Up Orders	Developers will be required to pay the Council's administration costs (Currently £2000) in addition to paying for the infrastructure to support the Order. This may include bollards, road markings and signage.

6.1.4 Core Paths Network

When and where does it apply?

All residential and commercial developments where:

- There is no provision of core paths or links to the Core Paths Network; or
- 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.

In these circumstances a financial contribution will be sought to facilitate and mitigate the level of development proposed.

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.

How is the contribution calculated?

RESIDENTIAL DEVELOPMENT

No. of SHUE x £372 = Contribution

COMMERCIAL DEVELOPMENT

No. of SHUE x WF x £372 = Contribution

(WF = Weighting Factor)

Contributions for commercial development are calculated on the basis of a per SHUE. This is calculated by the following formula:

[GFA + (PS)/400 = SHUE].

(GFA = Gross Floor Area of the commercial premises in m²)
(PS = No of Parking Spaces x 12.5m²)

A weighting factor is then applied based on the table below.

USE CLASS	WEIGHTING FACTOR
Class 1	0.25 (bulky goods) 0.5 (comparison) 1 (convenience)
Sui Generis	Based on nature of application
Class 3 Class 4	0.75
Class 5 Class 6	0.2
Class 7	0.5
Class 11	0.25

6.1.5 Water and Drainage/Regional SUDS

Additional demands from new development on water supply and disposal of water waste may require the upgrade and extensions of existing infrastructure. Developers are advised to contact Scottish Water to discuss the water and drainage needs of their development as early as possible.

Scottish Water may also vest Sustainable Urban Drainage Systems (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. 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.A number of sites have been identified by Aberdeen City Council as having potential to construct Regional SUDS. Regional SUDS provide upstream water retention during heavy rainfall events which can help to protect more built-up areas downstream from flooding. For more information, please see supplementary guidance on Flooding, Drainage and Water Quality.

When and where does it apply?

Contributions can be sought on both committed infrastructure and / or infrastructure currently under construction.

There are opportunities within Aberdeen City to develop flood protection schemes that serve a dual purpose as regional Sustainable Urban Drainage Systems (SUDS). Regional SUDS would be managed and maintained by Aberdeen City Council as part of the integrated drainage network.

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.

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.

How is the contribution calculated?

In the event that developers wish to opt in to a regional Sustainable Urban Drainage Systems (SUDS):

The method of calculation will be the difference in storage saved by reducing the requirement of on-site storage to the 1:30 event climate change.

Storage volume = 1:200 (+ climate change) total water volume for a 3 hours event – 1:30 (+climate change) total water volume for a 3 hours event.

Contributions will not be requested as "a per dwelling" payment as a matter of course. Indicatively a cost of £30m3

storage saved in reducing the requirement of on-site storage can be expected.

It is the impact of each individual proposal that will need to be assessed on a site by site basis to identify what contributions may be needed to make development acceptable. This will be evaluated through submission of relevant assessments (drainage impact assessment and flood assessment) and engagement with the Council's Structures, Flooding and Coastal Engineering Team.

6.1.6 Education

When and where do they apply?

Contributions will be sought from all residential developments where the planning capacity of a school will be exceeded as a result of the development, and cumulatively along with other identified development in the school catchment or the roll is predicted to exceed the maximum capacity of a school. The school roll forecasts are used as the baseline data. These are published on an annual basis.

The planning capacity is defined as *"A physical, theoretical measure of the total number of pupils which could be accommodated in a school based on the total number of teaching areas, the size of those spaces and the class size maxima".* The planning capacity for each school is published alongside the maximum capacity in the school roll forecasts.

How is the contribution calculated?

Maximum number of pupils over capacity x Relevant Rate = Contribution

MAXIMUM NUMBER OF PUPILS OVER CAPACITY

The maximum number of pupils over capacity is calculated through a comparison of the school roll with and without the proposed development.

A baseline school roll forecast excluding the development is run and then the SHUE is entered into the housing section of the school roll forecasts in the development start year to review the impact on the school roll. The maximum number of pupils over the planning capacity in a 5 year period is then taken.

An example is provided in Figure 2 overleaf.

The pupil generation ratio is based on the published roll of the zoned school or in some circumstances where a new school is required as a result of development an average across both zoned schools or the nearest zoned school.

RELEVANT RATE

The rate used is based on the mitigation for the impact on the school, so there are different rates for new build provision, school extension and reconfiguration of existing classrooms.

Where a contribution is required for new build provision a proportionate land value element will also be sought as this forms part of the overall project cost. A per pupil rate for the land value element will be based on the total land value cost, which may require an independent valuation to be undertaken.

Primary Education

REQUIRED MITIGATION	RATE PER PUPIL
New Build (Two Stream School)	£32,258.00 Plus proportionate land value
New Build (Three Stream School)	£26,113.00 Plus proportionate land value
Permanent Extension	£9,111.00
Reconfiguration	£1,550 per m^2*

*(*The rate provided for reconfiguration costs is indicative as these very much depend on the nature of the project proposed).*

Secondary Education

REQUIRED MITIGATION	RATE PER PUPIL
New Build (1,000 capacity)	£34,700.00 Plus proportionate land value
New Build (1,200 capacity)	£33,000.00 Plus proportionate land value
Permanent Extension	£9,111.00
Reconfiguration	*

*(*The rate provided for reconfiguration costs is indicative as these very much depend on the nature of the project proposed).*

LAND REQUIREMENTS

On larger residential developments where the development, as a whole or as part of a masterplan, generates the need for a new school, the developer will be required to provide an appropriate sized school site based on the following:

- Two Stream Primary School (up to 434 capacity)
  1.2 hectares;
- Three Stream Primary School (up to 651 capacity)
  1.8 hectares
- Academy (up to 1200 capacity)
  6.2 hectares

Consultation should be undertaken with the Council in respect of the location of any school sites. Land provided is to be reasonably flat and serviced at the developer's expense.

Figure 2: Example of Calculation of Maximum Number of Pupils Over Planning Capacity
A development of 200 units commencing in 2015.

The planning capacity of the school is 140 and maximum capacity is 160.

As a result of the development the school will exceed (along with other development) the maximum capacity of 160 pupils in 2017. The maximum number of pupils over capacity in this instance is 40.

Baseline (NoDevelopment)

SCHOOL A	ACTUAL			FORECAST							
(PA43)	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
PI Input				13	12						
Pupils/Hhld	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Housing	22	22	17	10	10	20	20	20	20	20	20
Parents Charter	5	6	-3	5	5	5	5	5	5	5	5
P I	16	23	22	18	17	17	17	17	18	18	18
P II	17	15	25	22	18	17	17	17	18	18	18
P III	14	17	14	25	22	18	17	17	17	18	18
P IV	17	15	20	14	25	22	18	17	17	17	18
P V	17	17	16	20	14	25	21	18	17	17	17
P VI	24	18	15	16	20	14	24	21	18	17	17
P VII	17	24	19	15	16	20	14	24	21	18	17
Total Roll	122	129	131	131	133	132	129	131	125	123	124
Planning Capacity	140	140	140	140	140	140	140	140	140	140	140
Tot Roll - Funct Work C	-18	-11	-9	-9	-7	-8	-11	-9	-15	-17	-16
Tot Roll/Funct Work Cap	87%	92%	94%	94%	95%	95%	92%	94%	90%	88%	89%

With Development

SCHOOL A	ACTUAL			FORECAST							
(PA43)	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
PI Input				13	12						
Pupils/Hhld	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Housing	22	22	17	10	10	220	20	20	20	20	20
Parents Charter	5	6	-3	5	5	5	5	5	5	5	5
P I	16	23	22	18	17	21	25	25	25	26	26
P II	17	15	25	22	18	21	25	25	25	25	25
P III	14	17	14	25	22	22	25	24	25	25	25
P IV	17	15	20	14	25	25	25	24	24	24	25
P V	17	17	16	20	14	28	28	25	24	24	24
P VI	24	18	15	16	20	17	30	27	24	24	24
P VII	17	24	19	15	16	23	20	29	27	24	23
Total Roll	122	129	131	131	133	157	177	180	174	171	172
Planning Capacity	140	140	140	140	140	140	140	140	140	140	140
Tot Roll - Funct Work C	-18	-11	-9	-9	-7	17	37	40	34	31	32
Tot Roll/Funct Work Cap	87%	92%	94%	94%	95%	112%	126%	128%	124%	122%	123%

6.1.7 Healthcare Facilities

Healthcare facilities can include General Medical Services (GMS), Dental Services and Community Pharmacies.

Scottish Health Planning Notes provide national guidance on standards and specification for healthcare facilities.

When and where does it apply?

Applies to all residential developments where the capacity of existing facilities will be exceeded as a result of the development. Site specific requirements are identified in the Action Programme.

The baseline is identified as the recommended number of patients of 1500 per General Practitioner (GP). Contributions may be sought for a new build facility, permanent extension or internal reconfiguration works to provide additional capacity.

On masterplan sites there may be a requirement for dental and/or community pharmacy facilities to be provided on site. Provision may be sought in kind or through a financial contribution.

How is the contribution calculated?

No of SHUE x Relevant Rate = Contribution

The Scottish Health Planning Notes identify a floorspace requirement per GP of 271m². Primary healthcare provision now also includes a number of Community Health Partnership (CHP) facilities located within the same facility. Additional floorspace is therefore included for this element.

REQUIRED MITIGATION	RATE PER SHUE
Permanent Accommodation	£1,023.57
Internal Reconfiguration	£577.00

For masterplan sites a proportionate land contribution will also be required. This may be in the form of serviced land at nil value or a financial contribution.

6.1.8 Open Space

When and where does it apply?
Delivering open space on site is the Council's preference (please see Supplementary Guidance: Open Space and Green Infrastructure). However, when open space cannot be delivered onsite, commuted sums for off-site provision will be sought. These funds would be utilised towards the enhancement of open space provision within the local area. In some cases this may be preferable to required on site provision.

Any requirement for a contribution will be identified through consultation on the planning application with the Council's Environment Team and the Aberdeen Open Space Audit 2010.

How is the contribution calculated?

RESIDENTIAL DEVELOPMENT

No. of SHUE x Cost per unit of Required Mitigation = Contribution

COMMERCIAL DEVELOPMENT

No. of SHUE x WF x Cost per unit of Required Mitigation = Contribution

(WF = Weighting Factor)

Contributions for commercial development are calculated on the basis of a per SHUE. This is calculated by the following formula:

[GFA + (PS)/400 = SHUE].

(GFA = Gross Floor Area of the commercial premises in m²)
(PS = No of Parking Spaces x 12.5m²)

A weighting factor is then applied based on the table below.

USE CLASS	WEIGHTING FACTOR
Class 1	0.25 (bulky goods) 0.5 (comparison) 1 (convenience)
Sui Generis	Based on nature of application
Class 3 Class 4	0.75
Class 5 Class 6	0.2
Class 7	0.5
Class 11	0.25

REQUIRED MITIGATION		
PLAY SPACE (0.3HA)	NATURAL GREEN SPACE (1HA)	ALLOTMENTS (0.3HA)
£176	£183	£156

The figures above are based on anticipated costs of the minimum size of each type of open space required by the standards provided in Supplementary Guidance: Open Space and Green Infrastructure. Costs include normal site preparation, drainage, equipment, special surfaces, landscaping, and any other likely costs specific to the type of open space.

6.1.9 Community Facilities

Community facilities include community centres, learning centres and libraries.

When and where does it apply?

Where there is deemed to be an impact on current provision from new development, the Council will seek contributions towards the creation of additional accommodation or reconfiguration of existing community facilities. This is to ensure that existing residents are not disadvantaged by an increase of usage from additional residents the proposed development would generate.

How is the contribution calculated?

SHUE x 0.69m² x £2,650 = Contribution

The contribution is calculated on the requirement of 0.69m² of community facility per SHUE.

6.1.10 Sports and Recreation

Sports and recreation facilities are an important element of new development. They include sports pitches, changing pavilions and sports halls.

Where and when do they apply?

Contributions will be sought where the proposed development will have an impact on existing facilities and require enhancement of those facilities to maximise their use or provision of new facilities.

How is the contribution calculated?

TYPE OF FACILITY	CONTRIBUTION PER SHUE	BREAKDOWN OF COSTS
Outdoor Sports Facilities	£964.00	11.24sqm @ £85.78 per m^2
Indoor Sport Facilities	£250.00	0.17sqm @ £1,472.90 per m^2

6.2.1 Introduction

Housing is a basic human need and it is important that everyone has access to housing of a reasonable quality that is affordable to those on modest incomes. There are severe affordability pressures in Aberdeen and the Aberdeen Housing Market Area, and there are chronic levels of housing need as identified by the Housing Need and Demand Assessment (March 2011 Update). Given the affordability pressures of housing in Aberdeen, market housing will be unable to meet the needs of all housing requirements. Therefore, through the use of planning policy there is a need to deliver affordable housing. The policy in the Local Development Plan, Policy H5 – Affordable Housing, sets out the overall requirement within developments across Aberdeen and currently stands at 25% of the units.

The process of securing affordable housing or contributions towards the provision of affordable housing requires negotiation between the Council and developer. These negotiations at the time of the application or pre-application discussion will determine the actual requirement and the form of provision. These negotiations will consider any exceptional servicing costs for the development, and the impact of the requirement on the viability of the development.

In addition to affordable housing, Scottish Planning Policy (SPP) and PAN 2/2010 set out details of Specialist Housing. Specialist housing is housing identified for particular groups such as Gypsy and Travellers, the elderly, students etc. This document sets out council guidance on how each type of housing is considered and its relationship with affordable housing.

6.2.2 Affordable Housing Provision

Affordable housing requirements may be made in three ways:-

1. **On-site, (Preferred Option)**
2. **Off-site, and then:**
3. **Commuted payments**

To build sustainable mixed communities, it is the aim of the Council to see the delivery of the affordable housing requirement on-site. Depending on the scale of development the council may however, accept other delivery mechanisms in order to achieve the maximum level of affordable housing possible.

Off-site provision involves a developer providing an equivalent number of affordable units on another site. While off-site provision can be a useful mechanism it can also pose significant risks such as the creation of non mixed socio economic communities which would run contrary to Scottish Planning Policy. More locally it can add additional pressure on certain services within an area and reduce the availability of suitable sites for Registered Social Landlords (RSL's). To help alleviate some of these concerns off-site provisions will only be accepted in instances where the council deems it acceptable and where it satisfies the criteria set out in Section 2.9.

Overprovision of affordable housing on a previous development cannot discount the required contribution for the submitted application. In very limited circumstances on sites where the Council agrees that both onsite and offsite provision of Affordable Housing is not possible, a commuted sum may be negotiated between the developer and the Council. This will be done based on the calculation set out in 2.12 below.

Possible categories of Affordable Housing

There are a number of different types of affordable housing, (see below).

The most appropriate type of housing should be guided by the Council's Local Housing Strategy and through discussions with the Council's Housing Team. Delivering social rented housing is the Council's preference for affordable housing.

Through the Housing Need and Demand Assessment it has been demonstrated that intermediate housing will have a significant role to play in meeting housing need.

In instances where public subsidy is required to deliver the affordable housing there should always be an alternative option available in case of circumstances where subsidy is not available.

Categories of Affordable Housing

1. **Social rented** – Housing provided at an affordable rent and usually managed by a Registered Social Landlord (RSL) or the local authority.

2. **Intermediate housing**
   - **Shared ownership –** The owner purchases part of the dwelling and rents the remainder usually from a RSL. The owner can buy tranches of 25%, 50% or 75% of the property.

   - **Shared equity –** The owner purchases part of the dwelling, with the remaining stake usually held by the Scottish Government. Unlike shared ownership, the owner pays no rent for the equity stake which is retained by the RSL.

   - **Discounted low cost sale (Low Cost Home Ownership) –** a dwelling sold by the developer at a percentage discount of its open market value to households in the priority client group determined by the local authority. A legal agreement is used to ensure that subsequent buyers are also eligible buyers and the property remains affordable in perpetuity.
     Benchmark values are listed in Section 3.

   - **Housing without subsidy (low cost entry level) –** Nonsubsidised affordable housing is likely to take the form of entry level housing for sale, some built at higher densities and with conditions attached to the missives designed to maintain the houses as affordable units to subsequent purchasers. Homes delivered without subsidy may be considered to fulfil part of the overall affordable housing requirement where it can be clearly demonstrated that they will meet the needs of, and be affordable to, groups of households identified through the housing need and demand assessment.

   - **Mid Market Rented Accommodation –** Rented accommodation that is leased at a discounted level below the Local Housing Allowance, which is set by the Government. The rental price will be a maximum of 100% of the local housing allowance, but will be for the Council, developer and/or RSL to agree.

3. **Off-Site –** The provision of the affordable housing contribution on an alternative site.

4. **Other Options** – At this point in time these are the only models for delivery of affordable housing that have been identified. However, this does not rule out the opportunity for new models for affordable housing delivery to be developed and meet the affordable housing requirement. Other options must be supported by the City Council.

Affordable Housing Provision for Developments of less than 20 units.

For developments of less than 20 units the provision of affordable housing may be on-site, off-site or commuted payments. It is accepted that for development of less than 5 units the management of social rented accommodation is more difficult. The delivery of other categories of affordable housing is not affected by the number of units and would be supported on-site.

Affordable Housing Provision for Developments of 20 units or more.

For developments of 20 units or more the expectation is that the affordable housing contribution will be delivered on-site. With a target of 25% this will yield 5 affordable units from 20 units, which would allow for effective management of any category of affordable housing that is to be provided and integrates new affordable housing into new development.

Instances when Contributions may be reduced.

The Councils policy on affordable housing across the entire administrative area is clear and has stood at 25% since 2008 as such all developers will have been aware of this requirement prior to purchasing or entering into agreements to purchase developments site. The council never the less recognises that as a part of new development there is a need to provide or make financial contribution towards major new infrastructure, such as schools, drainage, water and roads. Where a developer can demonstrate that there are exceptional costs, over and above that expected from most developments, the requirement for affordable housing contributions may be reduced. This will only be acceptable where the cumulative burden on the overall development makes the site unviable.

In order to assist the development industry in incorporating other costs into the land valuation, a list of developer contributions for each site has been prepared and is contained within the Local Development Plan Infrastructure and Planning Obligations Supplementary Guidance. Therefore, it is expected that these requirements will have been planned into the development and will not normally be seen as exceptional costs.

Developer Viability Statement

In order to help the Council reach a view on the viability of the development, the developer will be required to provide a financial appraisal for the development that provides detailed financial information on the development costs and viability. To aide this process a **Developer Viability Statement** has been included in Appendix 2. Negotiations on viability will not be considered without the completion of this document and the inclusion of supporting documents.

Integrated Development

Affordable housing should be designed and built to a good standard and integrated into the development. Units should be built to the same design codes as the rest of the development site. There should be no discernible difference between affordable housing and market housing. In principle, the affordable housing element of new developments should be the units located closest to public transport routes and community facilities

Off-Site Provision

In specific incidences where a developer can prove that on site provision of affordable housing is not viable, and the Council is in agreement, an off site provision may be made. Where the developer proposes an off site provision the alternative site must be:

1. a site where housing is supported in principle*,
2. located within the same submarket area as the development site. It will be for the council to decide if an alternative site outside the submarket area is acceptable,
3. located within an area that does not have a concentration of affordable housing. It is the aim of the Council and the Scottish Government to create sustainable mixed communities and this aim is reflected in policy. It will be for the Council to determine if there is a concentration, therefore a developer wishing to provide offsite contributions must contact the housing service in advance of making an application.
4. where the developer is not constructing the affordable housing the site should be transferred to the Council or a Registered Social Landlord (RSL). The site must be transferred to the (RSL) or the Council prior to the delivery of any units on the primary site. Only that portion of the site necessary to effectively delivery the contribution need be transferred. The transferred land must be accessible, serviced and readily developable. It will be for the Council or an RSL to determine its acceptability.
5. Where the developer is actually delivering the affordable housing on the secondary site, the release of market housing on the primary site will be linked to the delivery of affordable housing.

In all case where an offsite provision is proposed the applicant should contact the council and enter discussions at the earliest possible stage and before submitting a planning application to prevent a delay in processing the application.

Supported in Principle*

In this context supported in principle shall mean, an allocated residential or mixed use site in the Aberdeen Local Development Plan 2012, a brownfield site suitable for residential or mixed use or a site where planning permission has been granted for a residential or mixed use development.

Commuted Payments

In exceptional circumstances where the provision of affordable housing on site is not viable or feasible and the Council agree, a commuted sum may paid.

Where commuted payments are accepted in place or in conjunction with the provision of Affordable Housing, the figure for commuted sums will be set by the Council and reviewed on an annual basis. The figures will be calculated based on three Sub-market areas, as per the map in Appendix 1 and set out in Table 1 below. Any changes to the figures will be consulted on as part of the annual review of this Supplementary Guidance. Where the change in values is nil or deemed by the council to be insignificant the figures and Supplementary Guidance will remain in affect until the next annual review or next development plan review.

Table 1

Commuted Sum by Sub-Market Area and Unit Type		
	Flats	Houses
1 – Suburban	£ 35,000	£ 47,500
2 – Prime	£ 55,000	£ 85,000
3 – Urban Core	£ 38,000	£ 50,000

The breakdown of commuted payments in terms of flats and houses from Table 1, will be determined by the percentage breakdown of market houses and flats across the site.

Disagreement over the Commuted Sums.

In instances where the applicant does not agree with the commuted figure from the table above, an individual site valuation approach can be pursued, at a cost to the developer. This valuation will be carried out in accordance with PAN 2/2010 by means of an independent valuer or the District Valuer Service, jointly appointed by the developer and the council.

Phased introduction of Commuted Payments.

Commuted sums will only be accepted in exceptional cases as detailed above, however it is recognised that the amended figures shown in Table 1 will not have been known at the time of negotiating some land acquisitions. For planning applications currently lodged or applications lodged before the adoption of this guidance, the commuted sums included in the Supplementary Guidance: Affordable Housing March 2012 will apply. For all new applications from the date of adoption of this guidance, the figures above will apply.

Where an applicant can show that a site was purchased outright based on the figures in the SG: Affordable Housing March 2012, consideration will be given to this financial obligation. Where an applicant has only an option or agreement to purchase a site, the applicant will be expected to accept the above costs, or show a satisfactory justification why the figures above would jeopardise the delivery of the scheme. In all cases it will be for the Council to decide if the reasons given are satisfactory and the applicant will be expected to disclose all details of the land transaction to the Councils legal team for validation.

6.2.3 Delivery of Affordable Housing

Delivery of affordable housing sites

The most appropriate mechanism for delivering affordable housing will vary, and the Council will seek to be flexible, working closely with developers, RSLs and others to maximise the number and quality of affordable homes provided. For the delivery of social rented accommodation the Council recommends that developers enter into agreements or discussions with RSLs before planning applications are submitted. By doing this applications are most likely to progress smoothly.

There are two methods in which the delivery of affordable housing can be delivered on-site: integrated development and transfer of land. The Council do not have a direct input into the valuation of units where a unit is transferred as this is agreed between the two parties involved.

1. Integrated development

Once an agreement is reached between a developer and RSL or the Council the developer will build the units of affordable housing themselves as an integral part of the development. These units would then be transferred (either as shells or as fully fitted units) to a RSL or the Council for onward management and maintenance. An alternative would be for a developer to build integrated units for discounted sale.

2. Transfer of Land to a RSL

In the instance where serviced land is transferred to a RSL or the Council for them to carry out the development of the affordable units, special care must be taken that the different parts of the overall development are successfully integrated and that the area earmarked for the affordable element is not subject to any particular development constraints.

Securing the Affordable Contribution

In the case of social rented housing, the Council will wish to ensure that the properties remain as such, in perpetuity and appropriate provisions to this effect will be inserted into a legal agreement to accompany the grant of planning permission.

Where social rented housing is the preferred means of affordable housing provision, the legal agreement will also set out:

a) A period of time within which the developer is expected to enter into a contract for the transfer or sale for the land/ units with an RSL or Local Authority;
b) an alternative method of provision will be specified as a fall back position where social rented housing cannot be achieved; and
c) the legal agreement will set out the requirements of how a developer evidences it cannot reasonably provide social rented housing, through a financial viability assessment.

In the case of private sector developments, the Council will aim to ensure that housing remains affordable, in perpetuity, by the use of legal agreements or other mechanisms to regulate the resale price of individual houses and the type of purchasers entitled to buy them.

Where low cost home ownership is the preferred means of affordable housing provision, the legal agreement will set out the marketing strategy for the units, the value of the first sale, a percentage market value (based on a valuation at the developer's expense) to be applied for future sales or a mechanism for so doing at the time the units are to be marketed for sale, (if this will be relevant), restrictions on use, how the units can be disposed of and a requirement for the purchaser to grant a Standard Security in favour of the Council.

Table 2

Low Cost Home Ownership benchmark prices.	
1 bed	£97,590
2 bed	£123,600
3 bed	£160,653

Any changes to the figures will be consulted on as part of the annual review of this Supplementary Guidance. Where the change in values is nil or deemed by the council to be insignificant the figures and Supplementary Guidance will remain in affect until the next annual review or next development plan review.

Care will be taken when drawing up legal agreements to ensure that lenders' interests are taken into consideration. It will also include clauses that allow an RSL to dispose of a house with the written consent of Scottish Government if it cannot be tenanted.

Developers should note that subsidy for the provision of affordable housing is not guaranteed. Where subsidy is not available, the policy requirement to deliver affordable housing remains. If an acceptable development programme cannot be agreed with the RSL within an agreed time period, alternative means of providing the affordable element should be discussed with the Council at the earliest opportunity. The options available include, but are not limited to, those set out in paragraph 2.3.

6.2.4 Specialist Housing (SH)

Student Accommodation
Where a development for student accommodation is proposed the requirement for a 25% affordable housing contribution will be waived. This is in recognition that student accommodation does fulfil a limited but specific need within the city.
It should be noted however that student accommodation is not defined by the Council as affordable housing. As such developments which propose to substitute affordable housing for student accommodation will not be acceptable.

In instances where student accommodation is developed, its use solely as student accommodation will be written into the Section 75 agreement in perpetuity.

Accommodation for the Elderly
Where accommodation specifically designed and marketed to the Elderly, or people with Particular Needs is proposed, the requirement for a 25% affordable housing contribution will be waived. In such instances the development will need to be designed and built to accommodate the specific needs of these groups and its use as accommodation solely for the use of these group will be written into the Section 75 agreement in perpetuity.

Gypsy/ Traveller Accommodation
Gypsy/ Traveller accommodation is dealt with separately under specific supplementary guidance.

6.2.5 Monitoring and Review

Aberdeen City Council monitors the delivery of affordable housing. If it is clear that the objectives of the policy are not being met and the type of affordable housing that is being delivered is not meeting need then there will be a requirement to review this Supplementary Guidance. This review would include a consultation exercise involving key stakeholders and the general public.

In relation to the commuted payments set out in section 2.10 (Table 1) and the Low Cost Home Ownership benchmark prices set out in section 3.6 (Table 2), these figurers will be subject to an annual review carried out by the District Valuers Service or an independent valuer appointed by the Council. Any changes to the figures will be consulted on as part of the annual review of this Supplementary Guidance. Where the change in values is nil or deemed by the council to be insignificant the figures and Supplementary Guidance will remain in affect until the next annual review or next development plan review.

6.3.1 Introduction

The term 'Gypsies/ Travellers' includes Scottish Travellers, Irish Travellers, Roma/Romany, English or Welsh Travellers and those who identify as Gypsy Travellers/Scottish Gypsy Travellers. It excludes Occupational Travellers (Travelling Show People/Show Travellers or Circus People) and New Age/New Travellers. We recognise Gypsies/ Travellers as a marginalised, vulnerable group who historically have experienced discrimination and disadvantage, and so we seek to balance the needs of the Gypsies / Travellers with those of the local settled community and businesses.
It is widely accepted that there is a national shortage of authorised sites for Gypsies/ Travellers. This has led to an increasing incidence of unauthorised encampments and has sometimes created tensions between Gypsies/ Travellers and the settled community. The supply of authorised sites, in appropriate locations, will help address the cycle of eviction that can be costly, and does not address the underlying need for a home.

In 2009, Aberdeen City Council, Aberdeenshire Council and Moray Council jointly appointed Craigforth research to undertake an accommodation needs assessment for Grampian. The research found that pitch provision in Aberdeen was adequate, but recommended providing one alternative permanent site in Aberdeen for 6 to 8 pitches, 1 to 2 halting sites for high pressure areas, to be provided between Aberdeen and Aberdeenshire, and allowance for the development of private sites. Therefore, the successful delivery of Gypsy/ Traveller Sites through the Local Development Plan is a key priority.
This process provides equity between Gypsies/ Travellers and the settled community, because we follow the same process for other types of housing need and homelessness. By not providing for the identified need Gypsies/ Travellers may have to resort to unauthorised sites.

In the 2012 Aberdeen Local Development Plan (ALDP), three temporary halting sites were identified within the Opportunity Sites at Newhills, Grandhome and Loirston. Each of these sites now has an adopted Development Framework which includes the required temporary halting sites. These Opertunities Site also remain in the current ALDP 2016 and the requirement for temporary halting sites remains in:-
Policy H7 – Gypsy/ Traveller Requirements for New Residential Developments.

6.3.2 Permanent Sites

Where possible, sites should be developed near to housing for the settled community as part of mainstream residential developments. Factors that are important for the sustainability and suitability of a site are:

- Means of access, availability of transport modes and distances from services.
- Promotion of integrated co-existence between the site and local community.
- Easy access to General Practitioner (GP) and other health services.
- Near to a bus route, shops and schools.
- Suitable ground conditions and levels of land.
- Not locating sites in areas of high flooding risk.
- Visual and acoustic privacy, and have characteristics which are sympathetic to the local environment.
- Consideration also needs to be given to the relatively high density of children likely to be on the site.

Sites should not be identified for Gypsy/ Traveller use in locations that are inappropriate for ordinary residential dwellings, unless exceptional circumstances apply.

Spacing and Layout of Sites

For practical reasons, Gypsy/ Traveller sites require a greater degree of land usage per household than for smaller houses. Gypsy/ Traveller sites should be designed to provide land per household that is suitable for:

- One mobile home
- One touring caravan
- Access to a utility building
- Space for parking
- Easy manoeuvrability of vehicles

Boundaries and Landscaping

Where a site may be located near an industrial area or process, or a main road, fencing and planting may be used to screen out unpleasant characteristics. A range of different boundaries may be used including fences, low walls, hedges and natural features. The aim should be to achieve a boundary that is sympathetic to, and in keeping with, the surrounding area. Boundaries can also be used to provide shelter for more exposed sites.

There is a need to provide privacy and a sense of security for the site, however more open boundaries may be used in residential areas so as to promote integration and inclusion with the surrounding community. There is a need to strike a balance between providing privacy and security for the site residents and avoiding a sense of enclosure through, for example the use of high metal railings.

Health and Safety

When designing the layout of a site, careful consideration must be given to the health and safety of residents, and in particular children, given the likelihood of a high density of children on the site and relatively high levels of vehicle ownership amongst some groups of Gypsies/ Travellers for towing caravans and employment purposes.

It is important to ensure that appropriate traffic calming measures are considered for all sites. Care should be taken when introducing speed humps and other measures, particularly to existing sites, to ensure that appropriate drainage is accommodated within the scheme to allow for the effective passage of surplus water. The need for separate vehicular/pedestrian access should also be considered.

Clear and effective signage should be introduced where a speed restriction or other traffic calming measure is to apply. Similarly, clear directions should be in place to indicate the location of hydrants and other access points for the fire service etc when attending an emergency on site.

Access for Emergency Vehicles

It is essential that consultation with local fire and rescue service officers take place at a very early stage of designing a site. In designing a site, all routes for vehicles on the site, and for access to the site, must allow easy access for emergency vehicles and safe places for turning vehicles. Contact details for the Scottish Fire and Rescue Service are provided in Section 3.

Play Areas

It is recommended that the inclusion of a communal recreation area for children of all ages is considered for larger sites and/or where suitable provision is not available within walking distance on a safe route or using easily accessible public transport. Specially designated play areas should be designed where possible in consultation with children and parents, to ensure they provide equipment which will be best used, together with the site manager in view of ongoing maintenance issues.

Mix of Uses

Where significant commercial or other work activity is still envisaged for a site it is very important to ensure that the site is delineated so that residential areas are separated from areas for commercial or work use.

Infrastructure Requirements

The following services should be provided on site:

- Mains water supply, suitable for drinking, to be provided for each pitch on the site, sufficient to meet the reasonable demands of residents. Water pressure must be sufficient to enable the use of fire hydrants by the emergency services which should be at a convenient place near to the front of the site. Provision of an outside tap on each pitch is strongly recommended
- The provision of mains electricity to each pitch is essential, sufficient to meet the reasonable requirements of the residents, and with separate meterage for each pitch.
- Consideration may be given to providing more than one electricity and water access point on each pitch to allow for trailers to be realigned either through resident's choice, family expansion or to cater for visitors.
- It is essential that gas installations, supplies and storage meet statutory requirements, relevant standards and codes of practice. Storage facilities compliant with health and safety regulations for Liquid Propane Gas cylinders must be provided. Since the guidance on storage is

complex, developers and managers of sites are advised to see advice from their local environmental health services.

- Surface water drainage and storm water drainage must be installed.
- Wherever possible, each pitch should be connected to a public sewer.
- Appropriate lighting to enable safe movement, but minimise light pollution.
- Waste disposal scrap and storage.

6.3.3 Halting Sites / Transit Sites

Halting sites (or temporary stopping places) accommodate intermittent needs for site accommodation for which a charge may be levied as determined by the Council. Sites for use as halting sites should be for a maximum of 6 pitches. Such sites are not occupied all year around but may be made available at times of increased demand.

Site Layout and Design

The road to and from the site must be of sufficient quality and size to enable access onto and off the site by heavy vehicles such as trailers. There must be a clear barrier around the emergency stopping place to discourage unauthorised expansion of the site. Each pitch should provide space for:

- One towing caravan
- One parking space
- Easy manoeuvrability

Services and Facilities

It is essential that the following services and facilities are provided:

- A cold water supply to be provided for the use of site residents which may be by use of water standpipe
- Portable toilets must be provided for the use of residents
- Refuse disposal facilities must be provided
- Drainage infrastructure
- Appropriate lighting to enable safe movement, but minimise light pollution

Health and Safety

The guidance for permanent sites applies (see 2.1.3).

Boundaries and Landscaping

Landscaping should be used to reduce the visual and noise impact from any adjacent uses and ensure that the site is inconspicuous and does not detract from the amenity of adjacent businesses.

6.3.4 Site Management

Successful Gypsy/ Traveller sites should provide residents with a site to allow them the freedom to carry on their lifestyle. The site should: be in good repair, be clean and tidy, be quiet and peaceful, allow people to feel at ease and not frightened, provide the opportunity for children to attend school, be close to health and other services, allow for social cohesion.

Effective site management is vital to achieving these outcomes. Below is a list of the key steps in implementing an effective site management plan:

- Get to know the site and residents
- Identify and meet all other stakeholders
- Agree site management outcomes and objectives with stakeholders as far as possible
- Recruit the right staff to manage the site

There are different methods of managing sites, especially for permanent sites and transit sites, but whatever the arrangement, there should be a named individual who lives on or regularly visits the site, acts as the landlord's direct, or at least initial, point of contact with the residents, and has a general responsibility for the day to day operation of the site. In the context of this guidance that first and local point of contact is referred to as the "site manager".

A security regime should be in place to protect the infrastructure of the site when empty. Unused and unprotected sites can be subject to anti-social behaviour and vandalism and steps should be taken to ensure that access cannot be obtained without the owner's knowledge. Facilities should be left non operational in such circumstances with mains water and electricity supplies shut down, and bottled gas etc stored away and protected from tampering and damage. Regular inspections should be made to ensure that the site and its facilities are in order and ready to be opened and operational again at short notice.

6.3.5 Mixed Planning Use

Some Gypsies/ Travellers operate their businesses from the site on which their caravans are stationed. Where joint commercial and residential use is proposed for a site it is important that the compatibility of both these uses with the surrounding land uses is given careful consideration.

Sites Identified in Policy H7 and Affordable Housing

Sites identified in Policy H7 – Gypsy/ Traveller Requirements for New Residential Developments will help to address shortages of site provision for Gypsies and Travellers. This provision is to be sought through negotiations to provide affordable housing within large new build developments. The contribution provided by each site equates, based on a density of 30 dwellings per hectare, to approximately 15 affordable units. Therefore, this provision would be subtracted from any affordable houses required to meet the provisions of Policy H5 of the Local Development Plan.

There is an expectation that the land identified for Gypsy and Traveller sites will be transferred to the Council or a registered social landlord for the development and ongoing management. Consideration of whether the provision is for a halting site or permanent site should be made when identifying a suitable location and the criteria in Policy H6 Gypsy and Traveller Caravan Sites are met.

For sites where the delivery is to be off-site it is expected that a commuted payment equivalent to 15 affordable units is made towards the provision of Gypsy and Traveller sites.

6.3.6 Guidance to Gypsies/ Travellers making Planning Applications

Gypsies/ Travellers have the same rights and responsibilities within the planning system as members of other communities. Planning permission is normally required for any changes of use of land. As with developments submitted by anyone the only times permission would not be required are:

- If the land has already been granted planning permission for a particular type of land use; OR
- The use of the land has been established over a period of time without valid planning enforcement action having been taken by the local authority. This time period is 4 years for a single dwelling house or building, engineering, mining or other similar physical works which do not represent a change of land use, or 10 years in all other instances.

Pre-Application Procedure

When looking for a site, Gypsies/ Travellers should consider whether: there are any existing sites in the area (with planning permission) available to rent or buy; the Council know of your need for land and, if so, have they identified any sites that may be available.

If there are no suitable sites available, and you are looking to buy and develop a new site, there is a need to ensure that the site you select is suitable to be granted planning permission. Therefore, you should:

- Identify your area of search. Is the reason for your looking for a particular location due to family circumstances, work or other requirements?
- Identify if there are any suitable, previously developed (i.e. brownfield), sites available?
- Consider means of access and distance to
- Consider closeness to the main road network
- Consider ground conditions and levels of land
- Consider accessibility of schools and other facilities
- Consider the existence of landscaping
- Consider the capability of being further screened
- Consider the respect for neighbouring uses

Once you have identified a possible site contact the local planning authority who will help explain their policies and handle your enquiry. Contact details for the Planning Application Support Team are available in Section 3.

You should establish whether the site you are interested in is in the Green Belt or other area of special protection. Development in such areas is subject to stricter control.

You should consider undertaking a local search to establish whether there are any restrictions (such as injunctions) on the use of the land. If there are no such restrictions you should consider whether the site meets some or all of the criteria set out in the Local Development Plan.

Making a Planning Application

You should make your planning application and wait for planning consent before you go on the site. Entering a site without planning permission can be a breach of planning

control under the Town and Country Planning (Scotland) Act 1997 and may be subject to enforcement action. When making your application you should provide as much background information, which may include:

- The efforts you have made to find a site,
- Why you have selected the particular site and
- Details of all the people who plan to live on the site

Guidance on the application process can be found at: http://www.aberdeencity.gov.uk/planning/pla/pla_planning_applications.asp
Normally a Gypsy/ Traveller site development will require a full application. As much detail as possible on the site, including layout, landscaping, access and number of caravans should be provided at the outset.

What Happens Next?

In the case of a major development the Council will normally make a determination within 4 months and for all other developments within 2 months. If you are refused permission, or the application has not been determined within the relevant time period you may appeal to the Scottish Ministers. The Scottish Ministers may uphold or dismiss the appeal, or reverse or vary any part of the decision of the planning authority. This can include amending a condition previously attached to the grant of consent.

You must submit an appeal within six months of the initial application being refused. Details on how to submit an appeal and how the appeal process works is available at:

http://www.scotland.gov.uk/Topics/Built-Environment/planning/decisions-appeals/Appeals/Q/editmode/on/forceupdate/on

Key Contact Details

Planning Application Support Team:	Enterprise, Planning and Infrastructure Aberdeen City Council Marischal College Business Hub 4 Broad Street Aberdeen AB10 1AB Tel: 01224 523470 Email: pi@aberdeencity.gov.uk
Planning Aid for Scotland	Planning Aid for Scotland 3rd floor 125 Princes Street Edinburgh EH2 4AD Tel: 0131 220 9730 Email: office@planningaidscotland.org.uk
Scottish Fire and Rescue Service	Scottish Fire and Rescue Service Headquarters 5 Whitefriars Crescent Perth PH2 0PA Tel: 01738 475260

Further Reading

Designing Gypsy/ Traveller Sites: Good Practice Guide (English Government – Department for Communities and Local Government)
https://www.gov.uk/government/publications/designing-gypsy-and-traveller-sites-good-practice-guide

Planning Policy for Traveller Sites (English Government – Department for Communities and Local Government)
https://www.gov.uk/government/publications/planning-policy-for-traveller-sites

Scottish Government Report – Where Gypsy/ Travellers live:-
http://www.scottish.parliament.uk/parliamentarybusiness/CurrentCommittees/61579.aspx

Glossary

Aberdeen Housing Market Area is the geographical area around Aberdeen, which is relatively self-contained in terms of housing demand; i.e. a large percentage of people moving house or settling in the area will have sought a dwelling only in that area.

Affordability is a measure of whether housing may be affordable to certain groups of households.

Affordable housing is housing made available at a cost below full market value, to meet an identified need. It includes social rented housing, subsidised low cost housing for sale (discounted, shared ownership or shared equity) and low cost housing without subsidy (entry level housing for sale). Private rented accommodation available at lower cost than market rents, (mid-market rent), should also be considered within the affordable housing category.

Housing need refers to households lacking their own housing or living in housing which is inadequate or unsuitable, who are unlikely to be able to meet their needs in the housing market without some assistance.

Housing Need and Demand Assessment provides the evidence base upon which housing supply targets are defined in local housing strategies and suitable available land is allocated through development plans to meet these targets.

Intermediate affordable housing is housing available at a cost below full market value to meet an identified need and includes: subsidised low cost housing for sale (discounted, shared ownership or shared equity); low cost housing without subsidy (entry-level housing for sale); and mid market renting.

Registered Social Landlord (RSL) is a landlord that provides housing for rent (and shared ownership and shared equity and mid market rent). The commonest form of registered social landlord in Scotland is a housing association.

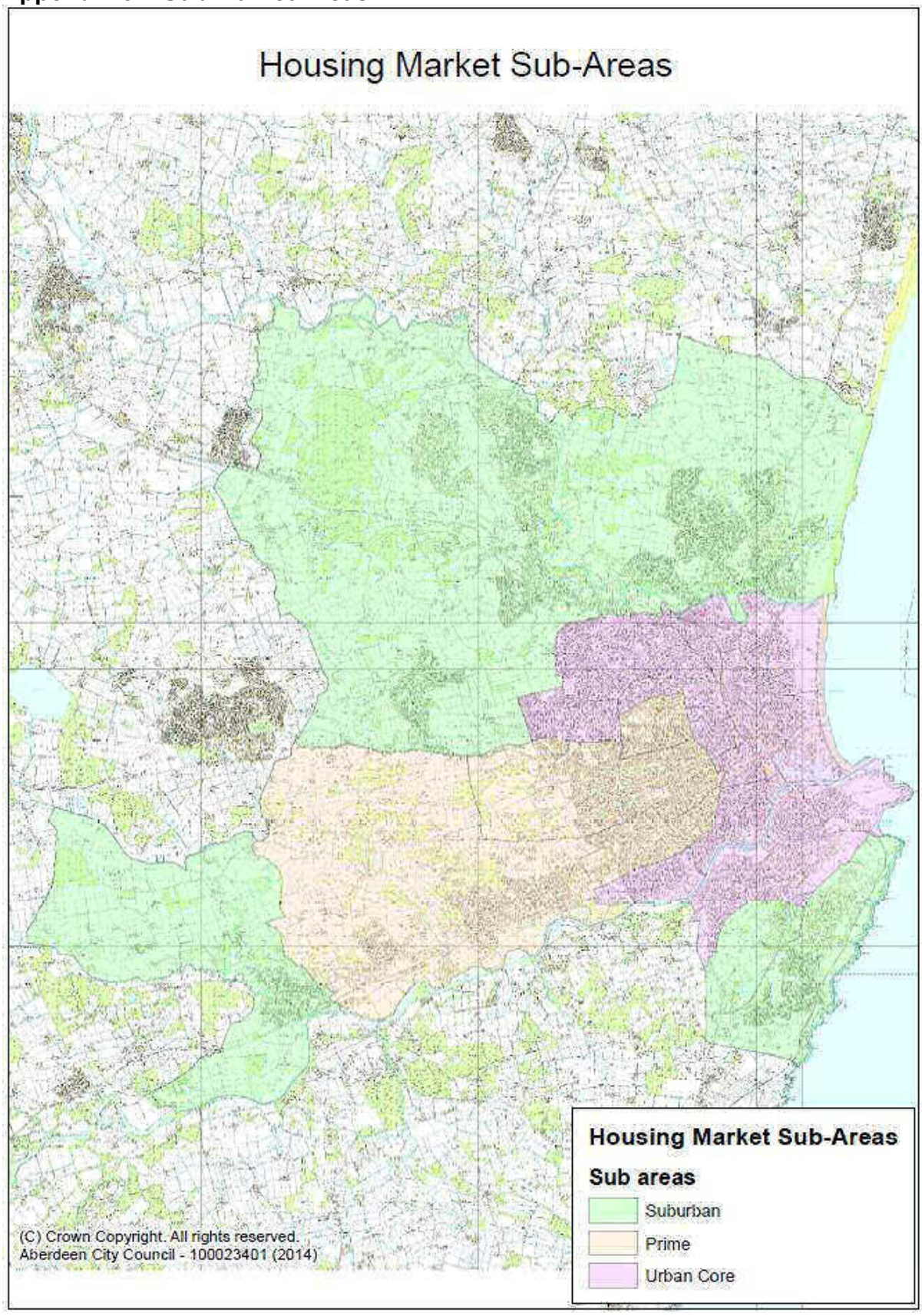
Appendix 1 – Affordable Housing Proposal Form

Affordable Housing Proposal Form				
1	**Name of Development** (Name or OP site designation)			
2	**Location of Development**			
3	**Sub-Market Area**			
4	**Number of Dwellings Proposed**			
5	**Number of Affordable Dwellings Proposed**			
6	**Breakdown of Affordable Housing Types**			
	Type		**Flats** No of units & size (1bed/2bed etc.)	**Houses** No of units & size (2bed/3bed etc.)
	On Site Delivery			
	(a) Social Rented Housing			
	(b) Shared ownership			
	(c) Shared equity			
	(d) Discounted low cost sale (Low Cost Home Ownership)			
	(e) Housing without subsidy (low cost entry level)			
	(f) Mid Market Rented Accommodation			
	Off Site			
	Commuted Payments			
7	**Discussion with Aberdeen City Council** (Please fill out this section if you have had initial discussion about Affordable Housing)			
	Name of Officer			
	Outline of discussion.			
8	**Engagement with RSL's** (Please fill out this section if you have had initial discussion or entered into any agreements with an RSL)			
	Name of RSL			
	Contact Details			
	Outline of Agreement or Discussion.			

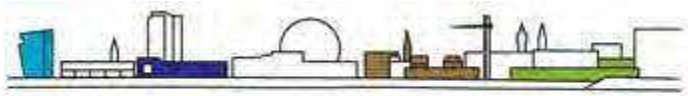
Appendix 2 – Developer Viability Statement

Developer Viability Statement		
1	**Land Purchase Price**	
2	**All fess incurred**	
3	**Development Sales Revenue and Unit Sales Prices.**	
4	**Build costs**	
5	**All other costs**	
6	**Gross Development Value**	
7	**Profit**	
8	Explanation	

Appendix 3 – Sub Market Areas



A more detailed copy of this map is available on the Council Website.



Topic Area 7 – Transport and Infrastructure

Transport, Air Quality and Noise

Contents

Introduction

New development has the potential to increase road traffic and congestion, increase emissions of, or exposure to, pollutants that are harmful to human health, and increase noise or exposure to noise. In contrast, carefully located and well-designed developments can encourage travel by active and sustainable modes of transport (such as walking, cycling and public transport), reduce congestion, enhance air quality; and minimise, or manage exposure to, pollution and noise.

Development proposals which could lead to a significant increase in road traffic, a worsening of air quality or an increase in exposure to potential sources of pollution and/or noise will not be permitted unless it can be demonstrated that measures will be implemented to minimise and/or manage the impacts to an appropriate level. In assessing planning proposals, the cumulative impact of development will also be taken into account.

The purpose of this chapter is therefore to assist in the preparation of planning applications, providing guidance on a number of transport, accessibility, air quality and noise issues that must be considered. It relates to, and expands on, the following policies in the ALDP:

- Policy T1 – Land for Transport
- Policy T2 – Managing the Transport Impact of Development
- Policy T3 – Sustainable and Active Travel
- Policy T4 – Air Quality
- Policy T5 – Noise
- Policy H1 – Residential Areas
- Policy H2 – Mixed Use Areas

It should be read in conjunction with the Aberdeen Local Transport Strategy, the Aberdeen Air Quality Action Plan and the Aberdeen Agglomeration Noise Action Plan.

Supplementary Guidance

Transport and Accessibility

Contents

7.1.1 Policy and Legislation

Transport provision should be considered from the very outset of a planning application, with particular attention paid to the need to encourage sustainable travel.

Scottish Planning Policy (SPP) is national policy and states that development should optimise the use of existing infrastructure, reduce the need to travel and prioritise sustainable and active travel over other modes. There should be a presumption against development that will increase reliance on the private car. SPP also highlights the importance of parking availability in reducing reliance on the private car and provides national maximum parking standards for non-residential developments and minimum standards for disabled parking, both of which are reflected in this SG. SPP also outlines the requirement for Transport Assessments and Travel Plans to be carried out for significant developments in order to reduce their traffic impact, and for developments to provide the infrastructure necessary to support new transport technologies, including the use of electric vehicles.

Accompanying SPP is Planning Advice Note (PAN) 75: Planning for Transport, which provides good practice guidance which planning authorities, developers and others should carry out in their policy development, proposal assessment and project delivery. PAN 75 aims to create greater awareness of how linkages between planning and transport can be managed.

The Aberdeen Local Transport Strategy, which is informed by both the Scottish Government's National Transport Strategy and the Nestrans Regional Transport Strategy, highlights the role that spatial planning can play in ensuring Aberdeen has "A sustainable transport system that is fit for the 21st Century, accessible to all, supports a vibrant economy and minimises the impact on our environment" through the careful siting and design of development and the implementation of parking policies and Travel Plans to discourage unnecessary car travel.

One of the key objectives of the Aberdeen City and Shire Strategic Development Plan (2014) is to ensure that all new developments contribute towards reducing the need to travel and encourage people to walk, cycle or use public transport by making these attractive choices.

The Land Reform (Scotland) Act 2003 introduced the right of responsible non-motorised access to most land and inland water in Scotland and introduced statutory duties on Aberdeen City Council requiring it to protect access rights, including core paths and other paths within the wider network. In addition, the Council has a duty under the Countryside (Scotland) Act 1967 to uphold access along any public right of way.

Local authorities are obliged to consult Transport Scotland, the trunk road authority, when applications are received for development within 67m of the trunk road network or where there may be any impact on trunk road traffic.

7.1.2 Standards for Accessibility and Public Transport Services

In planning the layout of new development, developers should reflect the principals of Designing Streets and take into account the Aberdeen Core Paths Plan and Open Space Strategy.

The ability to access and to move around and through the built and natural environment by walking and cycling directly affects quality of life and is a major contributor to social inclusion, in particular an individual's ability to freely access the services and facilities they need without using a vehicle. New development must be permeable to pedestrians and cyclists. Developments should be linked by the most direct, attractive, safe and secure pedestrian and cycle links to potential trip sources within 800m of the development. New development must protect and enhance existing access rights including Core Paths, rights of way and paths within the wider network.

Public transport should be available within 400m of the origins and destinations of trips within the development. Provision should be at a frequency, times and to places that:

- Are at intervals of no more than 15 minutes and ideally 10-12 minutes;
- Meet the needs of those without access to a car; and
- Provide a viable and attractive alternative to the car.

Developers will be required to provide for the appropriate level of public transport service identified through a Transport Assessment if this will not be provided commercially by a bus operator. In all cases developers should engage with the Council and relevant partners (such as Nestrans and public transport operators) at an early stage in the masterplanning and/or planning application process to discuss the arrangements and requirements for providing new public transport services.

7.1.3 Roads Development

A National Roads Development Guide was published in 2014, primarily aimed at assisting developers in preparing Roads Construction Consent submissions to Scottish Local Authorities. This guidance document embraces the principles of Designing Streets and is aligned to the Design Manual for Roads (DMRB) and Bridges standards for situations where the application of Designing Streets policy is not possible. Although a national document, it accommodates local variances, such as parking standards or road details, and these departures are easily identifiable in the document. The Guide can be viewed at http://www.pkc.gov.uk/roadsdevguide.

7.1.4 Transport Assessments and Travel Plans

It is recognised that the majority of new development will have an impact on the transport network and this must be identified as early as possible in the planning process. There will be a presumption against development that is likely to generate a significant number of new car trips unless appropriate mitigation measures are put in place.

Transport Assessments (TAs) can help to identify and tackle issues of concern and determine whether further infrastructure or service improvements are required to support the development proposed. Transport Scotland has published Transport Assessment Guidance (2012) and developers should refer to this for more detailed information.

A TA will be required for developments which exceed the following thresholds:

- Food retail >1,000m^2 Gross Floor Area (GFA)
- Non-food retail >1,000m^2 GFA
- Cinemas and conference facilities >1,000m^2 GFA
- Leisure facilities >1,000m^2 GFA
- Business >2,500m^2 GFA
- Industry >5,000m^2 GFA
- Distribution and warehousing >10,000m^2 GFA
- Hospitals >2,500m^2 GFA
- Higher and further education >2,500m^2 GFA
- Stadia >1,500 seats
- Housing >100 dwellings
- Hotels >100 bedrooms.

TAs will vary in size and complexity depending on the nature, size and possible effects of the development. The above list is not exhaustive and there may be instances where a TA is required for a development below these thresholds, if it is in, near or adversely impacts on an Air Quality Management Area (AQMA), Noise Management Area (NMA) or Quiet Area (QA), for example. A TA may also be required for changes of use, intensifications of use and/or extensions to existing sites that alter the transport features of the site.

The TA should provide a comprehensive and consistent review of all the potential transport impacts relating to a proposed development or redevelopment and its immediate surroundings. It should consider travel-related issues such as safety, trip generation, access junction design and new infrastructure requirements (such as new bus services or cycle lanes) before, during and following construction. Adverse traffic and accessibility issues should be addressed and, if appropriate, suitable mitigation measures identified. The objective should be to maximise sustainable travel by walking, cycling and public transport and only then to consider the impact of residual vehicular traffic.

For those developments where a TA is not required, a Transport Statement (TS) should normally be provided instead. This should identify the main transport issues relating to a proposed development. The TS will identify the existing transport infrastructure, travel characteristics associated with the site and the proposed measures to improve the infrastructure and services to encourage sustainable travel to the site. Detailed accessibility analysis and assessment of the traffic impacts will not be required. Further details of the requirements for TSs are also provided in Transport Scotland's Transport Assessment Guidance.

All developments requiring a TA will also be required to submit a Travel Plan in support of the development, either as part of the TA or as a supporting document. A Travel Plan is a general term for a package of measures aimed at promoting more sustainable travel choices to and from a site, with an emphasis on reducing reliance on the private car, thereby

lessening the impact of that site on the surrounding road network.

A Technical Advice Note, Travel Plans: A Guide for Developers, will be published in 2015, containing detailed guidance on preparing a Travel Plan and associated documentation.

7.1.5 Parking

Introduction

The Nestrans Regional Parking Strategy was adopted in 2012, agreeing a policy framework under which actions can be delivered at a local level that ensure provision, management and control of parking in both Aberdeen City and Aberdeenshire works towards and supports the wider objectives of the Regional Transport Strategy and the two Local Transport Strategies. The Strategy identifies two strategic objectives:

1. To support the economic vitality of the city and town centres and the wider objectives of the Regional Transport Strategy through a balanced approach to the management of car parking; and
2. To support and influence increases in the proportion of journeys undertaken by sustainable modes, particularly by bus and rail.

One of the policies articulated in the Strategy is that *National guidance on maximum parking standards should be applied to all new developments and the introduction of car free or low car developments supported where appropriate*.

Adequate parking can maintain and improve the economic vitality of town centres, enhance the attractiveness of an area for development and is required to prevent overspill parking into surrounding areas where this will have a detrimental impact. On the other hand, the over-provision of parking spaces can be a wasteful use of land, lead to increased land prices, reduce building densities and increase distances people must walk between adjacent land uses. Over-provision of parking can also reduce travel by alternative forms of transport through the promotion of car use, resulting in the worsening of congestion and air quality problems.

There will be a presumption against the creation of freestanding publicly-accessible car parks (aside from those required for office, residential or Park and Ride use), especially in City Centre locations, as this would undermine efforts to encourage the use of alternative forms of transport.

The following guidance is applicable to:

- New developments and extensions to existing developments;
- Conversion of existing buildings involving a change of use; and
- Material changes of use.

Car Parking Standards

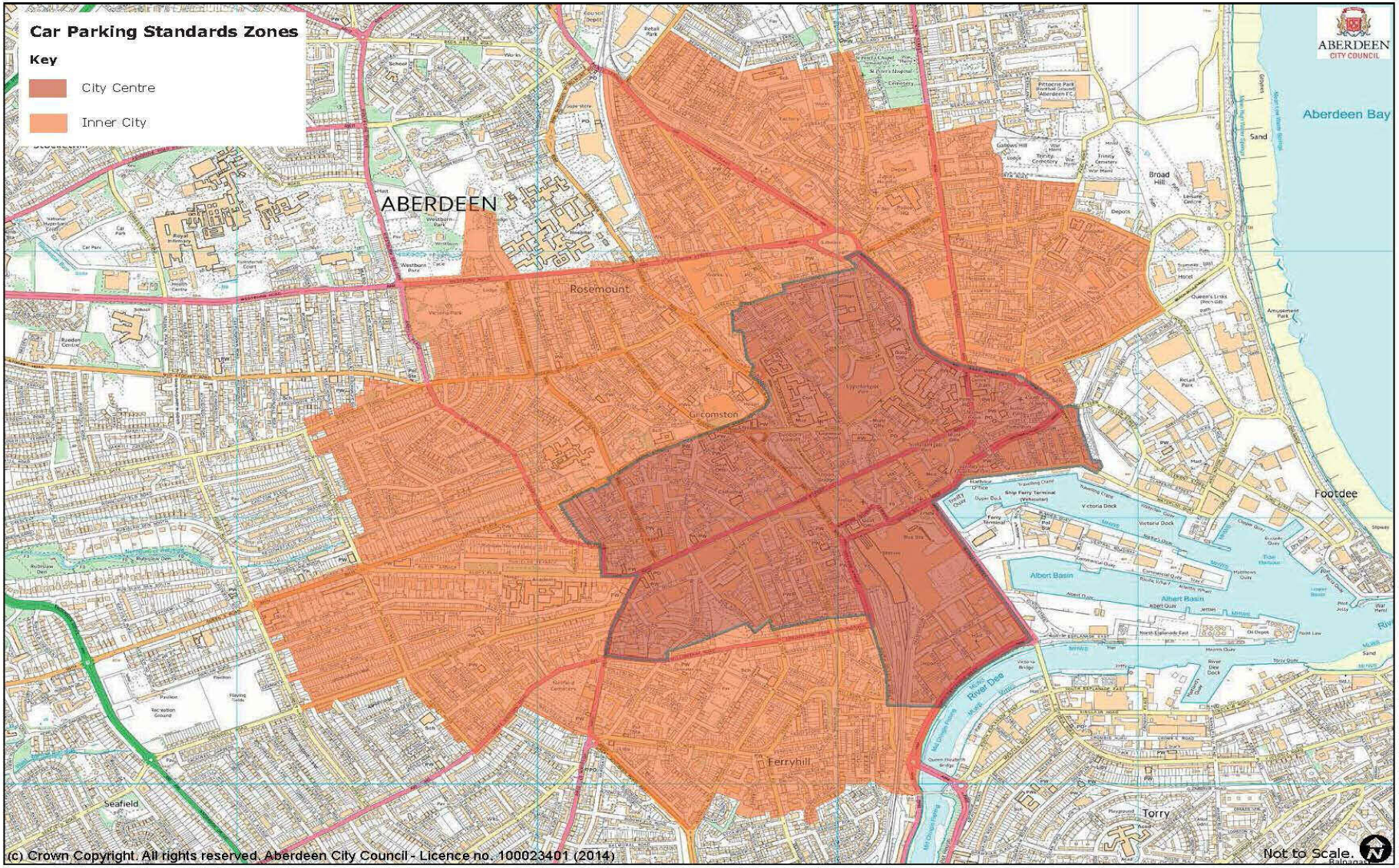
The standards in this document have been informed by the evidence of existing parking demands and take account of the potential requirement for parking spaces in the future given

other policy measures to encourage the use of alternatives to cars. They also reflect SPP guidelines and relate to the location of the development.

To encourage the use of alternatives to the car where accessibility is high by non-car modes, maximum parking standards are lower. Three zones have been identified for the application of varying standards and these roughly conform to the existing and proposed Controlled Parking Zones (CPZs) throughout the City.

- The **City Centre** is highly accessible by public transport and the density of population relative to the mixture of land uses (retailing, employment, etc.) allows for a large proportion of pedestrian and cycle journeys. On-street parking, public off-street parking, public transport hubs and park and ride opportunities are also available. These factors allow for the lowest maximum levels of parking associated with new developments.
- The **Inner City** is relatively accessible by public transport and pay and display parking is available in most parts of the area for short stay use.
- The **Outer City** provides the third and least restrictive maximum standards as the area is less accessible by public transport and the distance from main residential areas may preclude walking and cycling on a significant scale.

The City Centre and Inner City are shown on the map overleaf (Figure 1). Locations outwith these areas will be considered Outer City.


Car Parking Standards Zones
Key
City Centre
Inner City
ABERDEEN
Rosemount
Gilcomston
Ferryhill
Seafield
Aberdeen Bay
Sand
Broad Hill
Footdee
Albert Basin
River Dee
Torry
ABERDEEN CITY COUNCIL
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Not to Scale.

Figure 1

The parking standards relate to:

- Non-residential parking **(maximum standards)**
- Residential parking **(guidelines)**
- Disabled Badge Holders' Parking **(requirements)**
- Delivery spaces **(guidelines)**.

Different land use components in a mixed development should share car parking provision when the demand for the different land uses is at different times of the day or week. For example, parking provision at a school in the daytime could be used for community and leisure facilities during evenings and weekends. Equally, office spaces could be used by neighbouring residents and visitors during evenings and weekends when business premises are unoccupied.

For a change of use, developers should, in the first instance, take account of the standards shown in the following tables. This could mean increasing the number of spaces or removing some. Times of use of the existing and proposed land use(s) may be relevant to the need to provide extra parking. For instance a proposal for residential development in what is currently an office use may, on first consideration, require extra spaces. However, as residential parking demand tends to be mainly in an evening, it may be that the extra spaces could be accommodated elsewhere without road safety, amenity or other issues being raised.

If a site is redeveloped in its entirety with existing buildings demolished and the site cleared then developers should be guided by the standards in the following tables.

Where it is proposed to extend an existing building (or other land use), parking provision should be based on the Gross Floor Area (GFA) of the existing plus proposed building area.

Where parking standards in the following tables relate to GFA, this should be measured according to the definition of GFA provided by TRICS (www.trics.org), the national system of trip generation analysis for the UK and Ireland: *The total internal floor area of all floors within the site building(s), including mezzanine floors. There are exceptions to this (see car showrooms, garden centres, builders merchants and DIY superstores [with garden centres] in the guide to land use classification section). Internal floor areas will include all areas accessible to staff and visitors (e.g. office space, canteens, storage areas, toilets, etc.), but will exclude service areas (e.g. life shafts, stairwells, plant, staff and visitor car parks, etc.).*

Parking bays should generally be 2.5m x 5.0m with a 6.0m aisle width between bays. For nurseries or similar type of development where small children are to be dropped off, an extra 0.9m should be provided between spaces.

Where it is necessary to accommodate car parking within a private court, parking must not dominate the space. No more than 50% of any court should be taken up by parking spaces and access roads. This figure is a guideline and the planning authority reserves the right to consider each case on its particular merits. In high density schemes underground or decked parking should be provided in order to achieve this.

When calculating the maximum numbers of spaces permitted for a development, any garage spaces accompanying new homes should be included. The minimum acceptable external size of a new single garage is 6.0m x 3.0m, with a minimum internal size no less than 5.7m x 2.7m. The minimum effective entry width is 2.25m with a height of 1.98m.

Please note that the tables below relate to the maximum number of parking spaces that are permissible. The Council will accept or may require less parking (lower than the maxima) in order to keep traffic generation within acceptable levels.

Developers may be liable for additional contributions to pedestrian, cycle, public transport and Car Club facilities to offset non-sustainable trip generation.

Non-residential maximum car parking standards

1: RETAIL			
Land Use	**City Centre**	**Inner City**	**Outer City**
Food retail outlets (>1000m^2 GFA)	1 per 18m^2	1 per 18m^2	1 per 14m^2
Non-food retail outlets (>1000m^2 GFA)	1 per 30m^2	1 per 30m^2	1 per 20m^2
Food/non-food retail outlets (<1000m^2 GFA)	1 per 50m^2	1 per 30m^2	1 per 30m^2
Motor trade (including vehicle display area, spares depot, servicing, tyre and exhaust centre)	0.5/1 staff; 1 per 50m^2 vehicle display area; 1 per 50m^2 spares department; 3/servicing bay, 2/tyre and exhaust bay	0.5/1 staff; 1 per 33m^2 vehicle display area; 1 per 25m^2 spares departments; 3/servicing bay, 2/tyre and exhaust bay	0.5/1 staff; 1 per 33m^2 vehicle display area; 1 per 25m^2 spares departments; 3/servicing bay, 2/tyre and exhaust bay
Petrol Filling Stations (note: retail element assessed separately)	1 per 2 staff	1 per 2 staff	1 per 2 staff
2. FINANCE, PROFESSIONAL AND OTHER SERVICES			
Land Use	**City Centre**	**Inner City**	**Outer City**
Banks, Building Societies, etc.	1 per 90m^2	1 per 40m^2	1 per 25m^2
3. FOOD AND DRINK			
Land Use	**City Centre**	**Inner City**	**Outer City**
Restaurants and cafes	1 per 30m^2	1 per 17m^2	1 per 12m^2
Pubs/clubs/discos/bars	1 per 40m^2	1 per 25m^2	1 per 12m^2
Take-away	1 per 40m^2	1 per 30m^2	1 per 25m^2
Drive Through Restaurants – requires adequate queuing space	1 per 10m^2	1 per 10m^2	1 per 10m^2
4. BUSINESS			
Land Use	**City Centre**	**Inner City**	**Outer City**
Offices	1 per 80m^2	1 per 50m^2	1 per 30m^2
5. GENERAL INDUSTRIAL			

Land Use	City Centre	Inner City	Outer City
Industrial premises (excluding motor vehicle workshops)	1 per 100m^2	1 per 55m^2	1 per 40m^2
6. STORAGE AND DISTRIBUTION			
Land Use	**City Centre**	**Inner City**	**Outer City**
Warehousing – storage and distribution	1 per 300m^2	1 per 200m^2	1 per 100m^2
Warehousing – wholesale trading	1 per 100m^2	1 per 72m^2	1 per 50m^2
7. HOTELS, HOSTELS			
Land Use	**City Centre**	**Inner City**	**Outer City**
Hotels, boarding houses, guest houses, and motels (restaurant and conference facilities counted separately)	0.6 per bedroom	0.75 per bedroom	1 per bedroom
8. NON-RESIDENTIAL INSTITUTIONS			
Land Use	**City Centre**	**Inner City**	**Outer City**
Nursery and Primary Schools	0.8 per staff plus provision for buses where required	0.8 per staff plus provision for buses where required	0.8 per staff plus provision for buses where required
Higher and Further Education	0.5 per staff plus 1 per 15 students	0.5 per staff plus 1 per 15 students	0.5 per staff plus 1 per 15 students
Public Library	3 plus 1 per 3 staff	3 plus 1 per 3 staff	3 plus 1 per 3 staff
Public hall/Function room	1 per 50m^2	1 per 27m^2	1 per 18m^2
Religious Institution	0.5 spaces per 10 seats	1 space per 10 seats	1 space per 10 seats
Medical Centres/Vets/Dentists	3 per consulting room plus 0.5 per staff	3 per consulting room plus 0.5 per staff	3 per consulting room plus 0.5 per staff
Hospitals	Merit (but will require Travel Plan)	Merit (but will require Travel Plan)	Merit (but will require Travel Plan)
9. ASSEMBLY AND LEISURE			
Land Use	**City Centre**	**Inner City**	**Outer City**
Conference Centre	1 per 10 seats	1 per 7.5 seats	1 per 5 seats
Crematoria	1 per 2 seats	1 per 2 seats	1 per 2 seats
Cinema/Concert hall/Theatre/Bingo hall	1 per 12 seats	1 per 8 seats	1 per 5 seats
Stadium	1 per 20 seats	1 per 20 seats	1 per 15 seats

Sports centre/facility	1 per $30m^2$	1 per $22m^2$	1 per $22m^2$
10. TRANSPORT			
Transport – bus and rail stations, Park & Choose sites, ferry terminals, harbour and heliports	Contact Roads Development	Contact Roads Development	Contact Roads Development

Residential car parking spaces

These are guidelines although in most cases should be applied as maxima unless locations are judged to have particularly poor accessibility. The level of parking proposed in new development must be agreed with the Planning Authority.

DWELLINGS			
Land Use	**City Centre**	**Inner City**	**Outer City**
Residential Dwellings Note: Visitor parking may also be required in new developments > 10 units	1 allocated space per dwelling.	2 allocated spaces per dwelling.	2 allocated spaces per dwelling (up to 3 bedrooms). 3 allocated spaces per dwelling (4 or more bedrooms)
1 bedroom flat (no designated spaces)	1 per unit	1 per unit	1.5 per unit
2 bedroom flat (no designated spaces)	1 per unit	1.5 per unit	1.5 per unit
3 bedroom flat (no designated spaces)	1 per unit	1.5 per unit	1.5 per unit
Housing Association/Social Housing (rented only)	1.5 per unit	1 per unit	1 per unit
Care Home/Nursing Home/Assisted Living	1 per resident staff member plus 1 per 8 residents	1 per resident staff member plus 1 per 3 residents	1 per resident staff member plus 1 per 3 residents
Sheltered Housing	1 per resident staff plus 1 per 3 residents	1 per resident staff plus 1 per 3 residents	1 per resident staff plus 1 per 3 residents
Purpose Built Student Accommodation	1 per resident staff member plus 1 per 10 students	1 per resident staff member plus 1 per 10 students	1 per resident staff member plus 1 per 10 students
House of Multiple Occupancy (HMO)	0	0.25 per bedroom	0.5 per bedroom
Serviced Apartment	0	0.25 per apartment	0.5 per apartment

Where development proposals include the provision of off-street parking, the entitlement to on-street parking permits will be restricted. Where proposals include parking provision that

is significantly lower than the guidelines, developers should consider providing suitable alternatives to residents such as bus permits and membership of a Car Club where 3 or more units are proposed. The Council will support applications for low or no car developments in well-connected City Centre locations (see section 7).

Disabled Badge Holders' Parking – minimum requirements

A proportion of car parking spaces in all new developments should be accessible to a person with mobility impairment, including wheelchair users, and designated for use as such.

Land Use	Car park size up to 200 spaces	Car park size over 200 spaces
Employment Uses	1 space per disabled employee plus 2 spaces or 5% (whichever is greater) of the total number of spaces in the car park	6 spaces plus 2% of the total number of spaces in the car park
Retail, Leisure and Recreation Uses	3 spaces or 6% (whichever is greater) of the total number of spaces in the car park	4 spaces plus 4% of the total number of spaces in the car park

Reserved accessible parking spaces should be provided as per the following table in accordance with SPP. Please note that these are minimum requirements.

In larger car parks, developers may be required to adopt the stricter standards provided in the Scottish Government's Technical Handbooks: Non Domestic – Safety (2013) which asks that accessible spaces be provided on a ratio of at least 1 per 20 parking spaces, or part thereof.

For residential developments with unallocated spaces within a private car park, accessible spaces should be provided on a ratio of at least 1 per 20, or part thereof, in accordance with the Technical Handbook.

Spaces should be designed so that drivers and passengers, either of whom may be disabled, can get in and out of the car easily, and should allow users to gain access from the side or from the rear. They should be large enough to protect people from moving traffic when they cannot get in or out of the car on the footway side.

Spaces should be:

- Located on a road surface that is level (with a gradient of not more than 1 in 50);
- Not more than 45m from a common entrance;
- Clearly marked with the international symbol of access;
- Provided with a dropped kerb access to an accessible route; and

- Where perpendicular or at an angle to a road, at least 4.8m long x 2.4m wide, outwith which a delineated access zone at least 1.2m wide to each long side and between the end of the bay and any road is shown; or
- Where parallel to a road, at least 6.6m long by 3.6m wide, as shown in Figure 2 below.

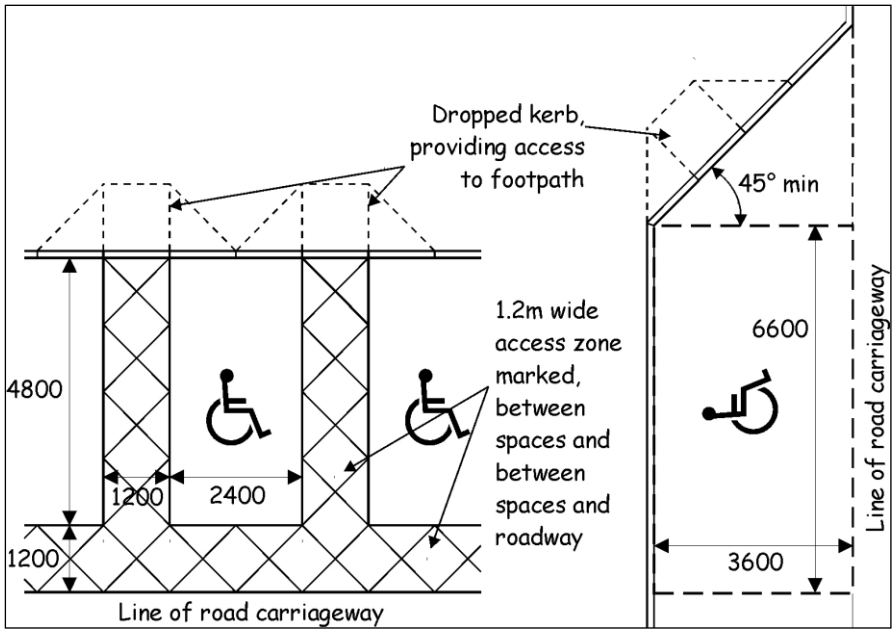

Figure 2: Accessible Parking Bay Dimensions

To allow operation by a person using a wheelchair, equipment such as parking ticket dispensers should have any controls at a height of between 750mm and 1.2m above ground level.

Delivery/loading/unloading Parking Standards – guidelines

These standards apply to spaces required for vehicles regularly and necessarily involved in the servicing of businesses or other buildings. It includes space for commercial vehicles delivering goods or collecting goods from premises and space for loading and unloading.

Details of operational parking requirements should be considered as guidelines. Where no operational requirement is specified requirements will be considered on a case by case basis. However, it is important where possible that loading and other servicing facilities are provided on site to prevent delivery vehicles queuing or using on-street locations to load and unload.

Developments likely to generate coach traffic should provide appropriate off-street parking facilities for the stopping, setting down and picking up of passengers as well as appropriate turning facilities (avoiding the requirement for coaches to reverse in or out of a site where possible taking into consideration pedestrian safety). The onus will be on the developer to demonstrate to the local authority that the development has the appropriate level of provision.

1. RETAIL	
Land Use	
Food retail outlets (>1000m^2 GFA)	Assessed on merit
Non-food retail outlets (>1000m^2 GFA)	Assessed on merit
Food/non-food retail outlets (<1000m^2 GFA)	Assessed on merit
Motor trade (including vehicle	Assessed on merit

display area, spares depot, servicing, tyre and exhaust centre)	
2. FINANCE, PROFESSIONAL AND OTHER SERVICES	
Land Use	
Banks, Building Societies etc.	Assessed on merit
3. FOOD AND DRINK	
Land Use	
Restaurants and cafes	Assessed on merit
Pubs/clubs/discos/bars	Assessed on merit
Take-away	Assessed on merit
Drive Through Restaurants	Assessed on merit
4. BUSINESS	
Land Use	
Offices	Assessed on merit
5. GENERAL INDUSTRIAL	
Land Use	
Industrial premises (excluding motor vehicle workshops)	1 loading bay up to 500m^2, 2 loading bays between 500m^2 and 2500m^2 and 3 loading bays over 2500m^2 GFA
6. STORAGE AND DISTRIBUTION	
Land Use	
Warehousing (storage and distribution and wholesale trading)	1 loading bay up to 500m^2, 2 loading bays between 500m^2 and 2500m^2 and 3 loading bays over 2500m^2 GFA.
7. HOTELS, HOSTELS	
Land Use	
Hotels, boarding houses, guest houses, and motels (restaurant and conference facilities counted separately)	1 loading bay, and coach spaces will be required for hotels with more than 50 bedrooms
8. NON RESIDENTIAL INSTITUTIONS	
Land Use	
Nursery and Primary Schools	Pick-up/set down facilities for school buses and cars
Higher and Further Education	Pick-up/set down facilities for school buses and cars
Public Library	Space for mobile library van as appropriate
Public hall/Function room	Provision for a coach
9. ASSEMBLY AND LEISURE	
Land Use	
Conference Centre	1 coach space per 50 seats with associated pick up and set down areas near to the entrance
Cinema/Concert hall/Theatre/Bingo hall	A space for coaches/cars to pick up and set down as appropriate
Stadium	Provision for coaches-to be assessed with Travel Plan and accessibility
Sports centre/facility	Provision for coaches-to be assessed with Travel Plan and accessibility

Driveways

In seeking consent for a driveway, applicants should note that up to three separate consents may be required:

- Planning Permission;
- Road Consent; and
- Landlord's Consent.

The reason for requiring planning permission may be:

- The property is a flat;
- Construction work involves over 0.5m of earthworks (excavation or raising of ground level);
- The verge to the footway has grass over 2.5m wide;
- The driveway accesses on to a classified road; and
- The property is a listed building or is situated in a conservation area.

A Classified Road is a highway which has been identified as being of importance for the movement of traffic. Classifications given are Class A, B or C. Primary Distributor Roads form the primary network for the urban area and comprise trunk roads and important classified roads. All Trunk Roads are Class A. District Distributor Roads may be class A, B or C whilst Local Distributor Roads may be Class B or C but are generally unclassified.

Roads Consent

Permission will always be required from the Council for the installation of a driveway. If the driveway is the subject of a planning application then roads issues will be dealt with as part of the planning process, otherwise an application is made directly to the Roads Authority for permission to construct the access.

The following conditions should be met to comply with the Roads Authority requirements and standards. These conditions apply to all driveway applications, including those that do not require planning permission.

There is a presumption against granting permission for a driveway onto a trunk road or primary distributor road. On district distributor roads there is also a presumption against granting consent for driveways but this may be relaxed provided the proposal meets road safety criteria and vehicles are able to enter and exit the parking area in forward gear. Local distributor roads are treated similarly to district distributors but without the requirement to enter and exit in forward gear.

Permission will not be granted for a driveway across an amenity area or road side verge unless it would produce a demonstrable improvement in road safety and have no adverse effect on the amenity of the area.

Where the building is in multiple ownership, the formation of an access driveway for one or more owners should not result in any of the remaining owners having no opportunity to park in the street adjacent to their property.

Consent will not normally be granted for parking in garden areas in front of tenement flats.

Distance from a Junction

Driveways should be a minimum of 15m from a junction, although there may be circumstances where this may be relaxed when not deemed a road safety issue. In no circumstances, however, will a driveway be permitted within 10m of a junction.

Length of the Driveway

Driveways in new houses must have a minimum length of 6.0m. If a proposed driveway is longer than 7.0m, it must then be at least 10.0m long. This will prevent a second car overhanging the footway should two cars be parked on the driveway. Vehicles that overhang the footway cause a safety hazard to pedestrians, especially young children and those with a disability. For driveways at existing properties a similar standard will be sought, however individual applications will be assessed on merit.

Gradient

The gradient of a driveway should generally not exceed 1:20 although this may be relaxed to a maximum of 1:15 in certain circumstances, provided suitable measures, such as nonslip surfacing, are employed.

Drainage

A driveway should be internally drained with no surface water discharging on to the public road. This is to prevent any flooding on the road, which could cause ice to form in the winter.

Construction of the Footway Crossing

A driveway must be served by a footway crossing constructed by the Council. This ensures that it is of a suitable standard and that any services under the footway have suitable protection. Loose material such as stone chippings or gravel must not be used to surface the first 2.0m of the driveway adjacent to the footway to prevent material being carried onto the footpath or roadway. The applicant is responsible for the payment of all works involved.

Number of Footway Crossings per Property

In general only one footway crossing per property is permitted. This is to avoid a proliferation of crossings, causing a road safety hazard to pedestrians. In some situations this may be relaxed, for example at large houses with a frontage in excess of 30m where an “in” and an “out” may be permitted. Where properties have suitable existing facilities at the rear of the property it is unlikely that permission will be granted for further crossings at the front of the building. The normal width of a footway crossing is 3.0m but this may be increased to 6.0m for a double driveway.

Visibility

Driveways must be positioned to enable the required visibility, including pedestrian visibility, to be achieved in accordance with National Standards (Designing Streets and DMRB).

Visibility is particularly important on busy pedestrian routes and near schools. A driveway should meet the public road at right angles and a vehicle should be able to enter and exit the driveway at right angles to the road so that a driver can see clearly in both directions without having to turn round excessively. Driveways which do not meet the minimum requirements for visibility will be refused.

Access from Parking Lay-bys

If there is an impact on road safety and residential amenity, a driveway will not normally be permitted if access is taken from a parking lay-by or a controlled parking area which is regularly in use.

Landlords/Other Consents

In addition, Superior's or Landlord's consent may be required. Where the Council owns the property, the Council's consent as landlord will be required. Where the property was previously in the ownership of the Council, there may also be a requirement to seek Superior's Consent from the Council for the works. This should be obtained before work commences. Where a change of use of private or public open space is required please contact the Council.

All applications must include a suitable plan clearly showing the location of the proposed driveway and the dimensions along with the construction details. All applications must satisfy the standards described above or the application may be rejected.

Driveway application forms can be downloaded from: http://www.aberdeencity.gov.uk/transport_streets/roads_pavements/roa_DrivewayApp.asp.

Access off Rear Lanes

The formation of accesses off rear lanes serving houses or a small number of flats can usually be achieved satisfactorily. The design and positioning of the access/garage should be given careful consideration, particularly with regard to the effect the access/garage will have on the safety and efficiency of the lane. There are visibility issues for both users of the lane and users of the accesses and garages. It is preferred that garages in lanes be setback 1m from the edge of the lane within the curtilage of the property. Rear lane boundary walls built to maintain visibility splays to national standards and garages positioned in the centre of plots are preferred.

Motorcycle Parking Standards

Motorcycle parking can be provided on-street, off-street, in surface and in multi-storey parking. The following minimum standards will apply to all new developments.

1. RETAIL	
Land Use	
Food Retail Outlets (›500m^2 GFA)	1 per 1500m^2 with a minimum of 1 space for staff and 1 space for customers
Non-Food Retail Outlets (›500m^2 GFA)	1 per 1500m^2 with a minimum of 1 space for

	staff and 1 space for customers
Food/Non-Food Retail Outlets (‹500m^2 GFA)	1 space for staff and 1 space for customers
2. FINANCIAL, PROFESSIONAL AND OTHER SERVICES	
Land Use	
Banks, Building Societies, etc.	1 per 1200m^2 with a minimum of 1 space for staff and 1 space for customers
3. FOOD AND DRINK	
Land Use	
Restaurants and cafes	1 per 300m^2 public area with a minimum of 1 space for staff and 1 space for customers
Pubs and Winebars	
Fast food Takeaway	
4. BUSINESSES	
Land Use	
Offices	1 per 1000m^2 for employees and 1 per 4000m^2 for visitors
5. GENERAL INDUSTRIAL	
Land Use	
Industrial premises	1 per 2000m^2 for employees and 1 per 8000m^2 for visitors
6. STORAGE AND DISTRIBUTION	
Land Use	
Warehousing	1 per 6000m^2 for employees and 1 per 16000m^2 for visitors

7. HOTELS, HOSTELS	
Land Use	
Hotels, boarding houses, guest houses, and motels	1 per 15 bedrooms with a minimum of 1 space for customers and 1 space for staff
8. NON RESIDENTIAL INSTITUTIONS	
Land Use	
Nursery and Primary Schools	1 per 25 parking spaces with a minimum of 1 space
Secondary School	1 per 25 parking spaces with a minimum of 1 space
College/University	1 per 25 parking spaces with a minimum of 1 space
Medical Centre	1 per 25 parking spaces with a minimum of 1 space
9. ASSEMBLY AND LEISURE	
Land Use	
Public Library	1 per 25 parking spaces with a minimum of 1 space for staff and 1 space for customers.
Cinema/Concert Hall/Theatre/Bingo Hall	
Conference Centre	
Public Hall	
Stadium	
Sports Centre/facility	
10. RESIDENTIAL INSTITUTIONS	
Land Use	
Special Needs Housing	1 visitor space per 25 units with a minimum of 1 space and 1 space per 25 staff with a minimum of 1

Sheltered Housing/Care Home/Nursing Home	1 visitor space per 25 units with a minimum of 1 space and 1 space per 25 staff with a minimum of 1
Hospitals	Assessed individually - a Travel Plan will be required.
Purpose Built Student Accommodation	1 per 25 beds and 1 per 25 staff with a minimum of 1 space for staff and 1 space for students
Flats	1 space per 8 flats with a minimum of 1 for new developments; standards may be relaxed for conversions depending on the space available and should be discussed with the planning authority.

Motorcycle parking should be:

- Near – located within 50m of the development;
- Clear – well signed;
- Secure – allowing machines to be secured to something immovable and to benefit from maximum casual observation; and
- Safe to use – preferably well-lit with CCTV coverage.

Fixed features such as rails, hoops or posts which provide a simple locking-point to secure a motorcycle by chain or similar device are preferable, anchored in or adjacent to the road. These must be robust in order to prevent them from being lifted out of the ground or cut with tools and must present no hazard to pedestrians. Anchor points should be compatible with a wide range of bike types and locking devices.

Where motorcycles are to be parked with one wheel against the kerb, a simple continuous steel rail satisfies most situations. This should be set at around 600mm above the surface to accommodate a range of wheel sizes and to prevent thieves from using the ground as leverage for bolt cutters and jacks. Securing the rail to a wall or installing a waist-height upper rail will minimise hazards to pedestrians.

On-street bays should follow a similar layout to car parking bays, ranging in depth from 1.8 - 2.7m but with motorcycles parked at right angles rather than parallel to the kerb, ensuring that they do not protrude onto the carriageway. An average effective width of around 1.4m per machine is required. Bays should not be marked for individual machines, thus allowing flexibility and an efficient use of space.

Parking areas should have limited gradients (less than 5 degrees) to allow for manoeuvrability and to prevent motorcycles from falling over. Surfaces should be firm, able to support the weight of a motorcycle through its stand and capable of withstanding penetration by the stand, and well-drained with non-slip surfaces.

Sufficient space and visibility for riders is required to allow manoeuvring without undue risk of collision with other road

users. Parking should not be positioned so that riders are tempted to use footways to access it.

A pay and display regime is unsuitable for motorcycles as tickets can be easily stolen and could indicate to potential thieves how long the machine is likely to be left unattended.

Cycle Parking Standards

A Regional Active Travel Action Plan was developed by Aberdeen City Council, Aberdeenshire Council and Nestrans during 2014 with the aim of encouraging increased levels of active travel across the region. The Plan aims to ensure that:

- The needs of pedestrians and cyclists are considered first and integrated into the planning and design of all new developments and infrastructure;
- Businesses and other organisations, including schools and public sector organisations, do their part to support and encourage cycling and walking; and
- Provision of new cycle and pedestrian infrastructure meets desired standards.

It is important that secure cycle parking is provided in all developments, whether that be at a place of work, leisure or residence, so that individuals can make a choice of whether they wish to cycle with the knowledge that their bike will be secure at both ends of the journey.

A minimum of two short stay cycle stands, or four cycle parking spaces, must be provided within 50m of the entrance of every development, in a safe, convenient, accessible and prominent position.

In addition, the following minimum standards will apply which have been adapted with minor modifications from the national standards in Transport Scotland's *Cycling by Design* (2010). The minimum of two short-stay spaces still applies in all instances but can be included as part of the allocations for customers or visitors outlined below.

1. RETAIL	
Land Use	
Food retail outlets (>1000m^2 GFA)	Staff: 1 space + 1 space per 10 staff Customers: 1 space + 1 space per 250m^2
Non-food retail outlets (>1000m^2 GFA)	
Food/non-food retail outlets (<1000m^2 GFA)	
2. FINANCIAL, PROFESSIONAL AND OTHER SERVICES	
Land Use	
Banks, Building Societies, etc.	1 space + 1 space per 10 staff
3. FOOD AND DRINK	
Land Use	
Restaurants and cafes	Staff: 1 space + 1 space per 20 staff Customers: 1 space + 1 space per 100m^2 PFA (Public Floor Area)
Pubs and Winebars	
Fast food Takeaway	
4. BUSINESSES	
Land Use	

Offices	Staff: 1 space per 400m^2 Visitors: 1 space + 1 space per 1000 m^2
5. GENERAL INDUSTRIAL	
Land Use	
Industrial premises	1 per 1000m^2
6. STORAGE AND DISTRIBUTION	
Land Use	
Warehousing	1 per 1600m^2
7. HOTELS, HOSTELS	
Land Use	
Hotels, boarding houses, guest houses, and motels	Staff: 1 space + 1 space per 20 staff Customers: 1 space per 10 bed spaces
8. NON RESIDENTIAL INSTITUTIONS	
Land Use	
Nursery and Primary Schools	Staff: 1 space per 10 staff Pupils: 1 space per 10 pupils plus 1 scooter parking space per 20 pupils
Secondary School	Staff: 1 space per 10 staff Pupils: 1 space per 5 pupils
College/University	Staff: 1 space per 10 staff Students: 1 space per 3 students at busiest times
Medical Centre	Staff: 1 space + 1 space per 20 staff Visitors: 1 space + 1 space per 2 consulting rooms
9. ASSEMBLY AND LEISURE	
Land Use	
Public Library	Staff: 1 space + 1 space per 20 staff. Visitors: 1 space + 1 space per 10 peak time visitors
Cinema/Concert Hall/Theatre/Bingo Hall	Staff: 1 space + 1 space per 20 staff Customers: 1 space + 1 space per 10 peak time visitors
Conference Centre	Staff: 1 space + 1 space per 50 seats Visitors: 1 space + 1 space per 50 seats
Public Hall	Staff: 1 space + 1 space per 20 staff Visitors: 1 space per 100m^2 PFA
Stadium	Staff: 1 space + 1 space per 20 staff Visitors: 1 space + 1 space per 20 peak time visitors
Sports Centre/facility	Staff: 1 space + 1 space per 10 staff Visitors: 1 space + 1 space per 10 peak time visitors
10. RESIDENTIAL INSTITUTIONS	
Land Use	
Special Needs Housing	1 space + 1 space per 10

	staff
Sheltered Housing/Care Home/Nursing Home	1 space + 1 space per 10 staff
Hospitals	Staff: 1 space + 1 space per 10 peak time staff Visitors: 1 space + 1 space per 25 beds
Purpose Built Student Accommodation	1 space per 3 students
Flats	1 space per dwelling up to 30 dwellings, plus 1 space per 3 dwellings thereafter
HMOs	1 per 3 bedrooms
Serviced Apartments	1 per 10 apartments
11. TRANSPORT	
Land Use	
Bus and railway stations, park and ride sites, ferry terminals	5 spaces per hundred peak hour passengers

When a planning application for the intensification of an existing use or a change of use is made, there could be a need to provide additional cycle parking in line with the standards. Where space is limited, the planning authority will enter into negotiations with developers over the preferred approach to cycle parking in terms of volume and location. One approach could be, for example, where there is no room for facilities to be provided on-site, appropriate facilities are provided off-site within 50m of the development.

Facilities should be signed and preferably lit or placed close to a source of light. If possible, they should be monitored by closed circuit television and be visible to on-site security staff. Weather protection is highly desirable. Facilities should be located so as not to cause an obstruction to pedestrians.

Drawings submitted for a planning application should clearly indicate the number of spaces available for bicycles, location and design.

Short Stay Parking

Short stay cycle parking is predominantly for visitors and customers. For industrial, office, commercial, leisure and retail developments, this should preferably be on-site and adjacent to the entrance of a building and at an absolute maximum of 50m from the entrance. Buildings with more than one entrance should have cycle parking facilities located at each entrance. In the City Centre, if the entrance is located within 50m of existing cycle parking stands, these can be included as part of the quota.

Sheffield stands are the preferred style, although wall loops may be acceptable in certain circumstances, such as where pavement widths are restricted or limited space is available in converted buildings. Stands must be able to secure both the frame and the wheel and, as such, stands that support the bicycle by one wheel only are not satisfactory.

In conservation areas, alternative forms of short-stay parking may be preferable in order to preserve and enhance the special characteristics of such areas.

Sheffield Stand Specifications

The material and finish of stands can vary greatly and only the higher specification of stainless steel and galvanised, powder or nylon coated should be used.

Stands should be 750mm high and a minimum of 750mm long. The frame of the stand should have a minimum outer diameter of 42mm. A desirable minimum distance of 1000mm should be provided between stands to accommodate two cycles per stand. Stand ends should be embedded in concrete, bolted into the ground or welded to parallel bars at ground level to form a 'toast rack' system. Adequate space should be provided at either end of the stand to enable cycles to be easily removed. The diagram below indicates the necessary dimensions for Sheffield stands and the amount of space required around each stand.

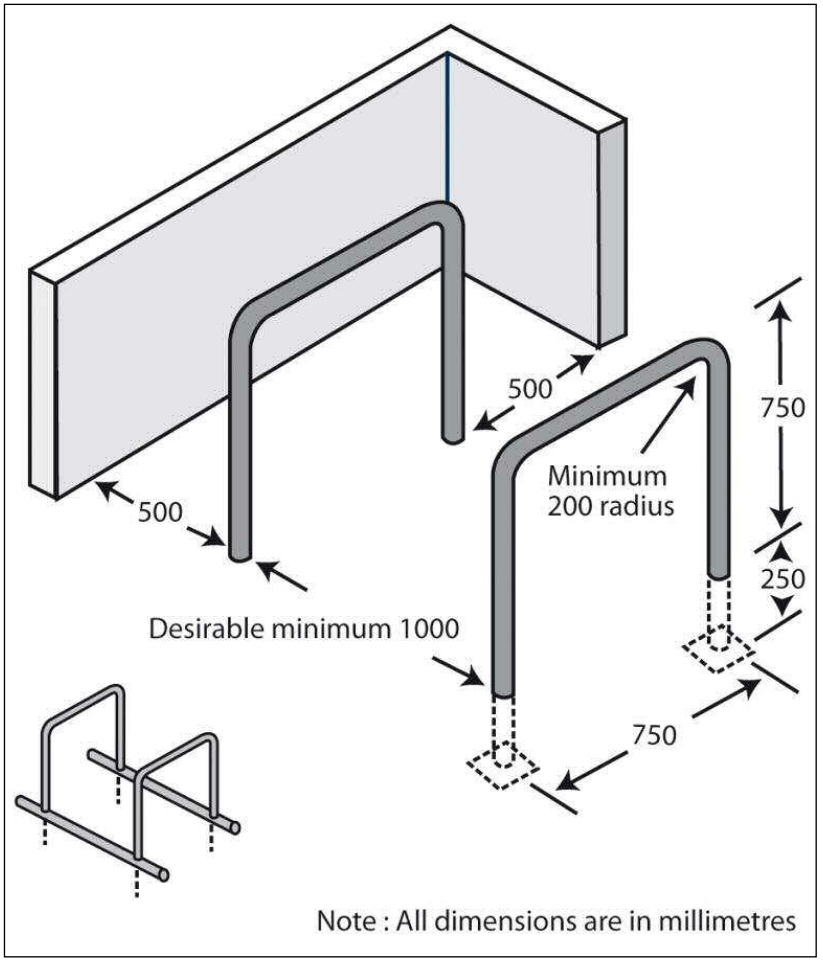

Figure 3: Sheffield Stand Dimensions

Long Stay Parking

Where users of the site are likely to park their bicycle for more than a few hours (such as residents, staff, hotel guests, school pupils, university students), long stay parking will be required, preferably in the form of secure covered facilities such as cycle cages or lockable compounds. Secure compounds within buildings may be acceptable provided they are located at ground level and are easily accessible. The compound must be under continuous supervision or have a shared key arrangement where each cyclist has a key to the outer door. Sheffield stands should also be provided within the bike store for increased security. On larger sites, small clusters of cycle parking facilities are preferable to large central parking compounds.

Individual lockable facilities are preferred at residential developments.

7.1.6 Electric Vehicle Charging Infrastructure

The Scottish Government has committed to the almost complete decarbonisation of road transport by 2050. One way of achieving this is through encouraging and facilitating the uptake of electric vehicles (EVs).

All new developments will therefore be required to install appropriate EV charging infrastructure. This can take the form of:

- Active provision - fully wired and connected 'ready to use' charge points; and
- Passive provision – provision of the underlying infrastructure (e.g. power supply and cabling) to enable installation and activation of a charge point in the future.

Passive charging infrastructure future-proofs developments, allowing them to cater for the projected increase in EV use over the longer term. It is significantly cheaper and less disruptive to install this during construction than to retrofit later and enables future users of the development to choose whether or not to own an EV.

For residential developments, one charge point (passive provision) is the minimum required for each unit where spaces are private and off-street. Charge points should be connected to the domestic electricity supply.

Minimum standards for non-residential developments are outlined in the table below and, in most cases, both passive and active provision is required. In all cases, higher than minimum provision is encouraged and may take the form of passive provision.

Number of parking spaces	Minimum Requirement Active provision	Minimum Requirement Passive provision
<10	At the developer's discretion.	
<50	0 spaces	2 spaces
50 to 399	2 spaces	2 spaces
400 to 599	4 spaces	4 spaces
600 to 799	6 spaces	6 spaces
800 to 999	8 spaces	8 spaces
1000	10 spaces	10 spaces
>1000	10 (+2 for every 199 additional spaces)	10 (+2 for every 199 additional spaces)

In all instances, 7kW chargers, capable of charging a car from 0 to 100% in 5-6 hours, will be the minimum unit type required. It is, however, encouraged to install cabling and supplies suitable for more powerful chargers to allow flexibility in the future.

A range of plug and socket types are available, although the preference is for the Mennekes Type 2 plug/socket type as this is compatible with the greatest number of vehicles.

When applying for alterations to existing car parking, provision will be based on the resulting size of the car park and not the size of the extension.

For non-residential developments:

- Charge points should be located prominently with appropriate bay markings and signage in place and steps taken to ensure EV spaces are reserved for EV users;
- Once the development is complete, the site occupier will be responsible for operating, managing and maintaining the charge points. If the site is to be transferred to a new occupier, it is the responsibility of the incumbent occupier to ensure charge points are handed over in a satisfactory condition and in good working order;
- Occupiers can choose to offer the charging infrastructure for free or to charge for usage. In any case, charge points should be capable of pay-as-you-go transactions and drivers should be able to use the units without requiring to be part of a network;
- Clear instructions should be provided as to how to use the units; and
- Units accessible to members of the public should be added to the National Chargepoint Registry.

Developers should engage with electricity providers to ensure that the connection to the local electricity distribution network, the electricity distribution board within the development and any other necessary electricity supply infrastructure will have sufficient capacity to enable all charge points to operate simultaneously. The developer will be required to meet the cost of any upgrades needed. Large developments with dedicated electricity sub-stations should specify the sub-station to a sufficient capacity to fully cater for all EV charging requirements.

EV charging technology is rapidly evolving with new units available regularly, therefore developers are encouraged to

contact the Council early in the development process to identify the optimum infrastructure.

7.1.7 Low Car Development

In recognition of the contribution it can make towards sustainable development and reducing demand for car parking, the Council will support and encourage low or no car development where there is evidence that car ownership and use will be low enough to justify proposals.

In City Centre locations, low and no car development may be acceptable; in inner City locations low car development may be acceptable; in outer City locations it is unlikely that the accessibility of the site will enable low car development to be an option, although each application will be assessed on its own merits.

Developments with low or no parking will be acceptable subject to consideration of the following factors:

- The site benefits from good walking, cycling and public transport accessibility;
- It can be demonstrated through a Travel Plan that significant measures will be undertaken to minimise the number of cars expected to travel to/from the site;
- There will be no adverse impact on the amenity of neighbouring sites through increasing on-street parking pressures;
- There is sufficient off-street parking nearby to cater for the proposed development;
- Complementary measures have been put in place to remove the need for residents to own a car such as Car Club access; and
- The anticipated occupants are within close proximity to their main trip destination (e.g nursing staff accommodation close to the hospital; student accommodation close to the university).

Where proposals are specifically put forward as low car developments, the entitlement to on-street parking permits will be restricted. There will always be a requirement for a minimum amount of disabled parking within the site.

7.1.8 Car Clubs

An alternative way for a developer to demonstrate a commitment to minimising car use is to enter into an agreement relating to a Car Club. The Council supports the implementation and expansion of Car Clubs in Aberdeen, especially in developments where there is significant potential to reduce the number of car trips.

A Car Club is a scheme whereby a vehicle or vehicles are shared by a community, with members typically paying an annual membership fee which then provides them with access to a car on a ‘pay as you go’ basis (with the individual usually paying for use per mile and/or per hour). Such a system allows members to enjoy the advantages and convenience of car travel without having to own a car themselves.

Car Club vehicles can act as pool vehicles for workplaces and can remove the need for householders in a residential development to own a car. Scottish Government research shows that each car club vehicle typically replaces 17 private cars as members refrain from buying or maintaining a second car or even choose not to own a car at all.

Car Clubs provide a means to reduce the number of parking spaces required for new developments and can be used to retrofit existing developments, allowing them to adopt more of a Home Zone style approach. By reducing or eliminating the need for onsite parking many new developments are made possible and their traffic impact minimised.

Developers may choose to set up a Car Club solely for their development or to pay for membership of an existing Car Club for residents and/or employees of the development. For a residential development to have a self-contained Car Club, guidance suggests that there should be at least 200 units. Developments which are smaller, but still have 3 or more units, or which have a mix of uses, can still include Car Club vehicles, but these may need to be open to other subscribers in the local area, or developers could consider offering membership of an existing Car Club to residents. Shared residential and business membership could be one approach, as use of the vehicles for business journeys is likely to be more in demand during working hours on weekdays and domestic usage is likely to be more pronounced in evenings and weekends.

In entering into a legal agreement to set up and/or promote a Car Club, the developer should ensure that the club is up and running from the very beginning of the occupation of the development. It should be offered to prospective members on favourable terms. A common requirement is free initial membership for two years with driving credit. The developer should expect to contribute to the costs of setting up and promoting the club, as well as any traffic orders and works that might be necessary.

Please see the Planning Obligations Manual for further information.

7.1.9 Parking in Conservation Areas

Introduction

Large parts of Aberdeen, mainly to the south and west of the City Centre, have been designated conservation areas in order to protect and, where possible, enhance their architectural character and environmental amenity.

The typical layout of most of these areas consists of broad streets, often tree-lined, occasionally having service roads and gardens between the street and the buildings. Buildings vary in size and style but generally have small front gardens and long walled gardens to the rear, frequently accessed from a rear lane running parallel to the street.

The increasing demand for off-street parking brought about by increasing car ownership and the introduction of traffic management schemes generates pressure for car parking in garden areas, both to the front and rear of commercial and residential properties.

Statutory and Other Requirements

In conservation areas, planning permission is required to form a car park within a front or rear garden and, in some situations, conservation area consent may also be required where the proposals entail demolition work. Planning permission is also required to form a car park within the curtilage of a listed building, whilst listed building consent may be required if any structure within the curtilage of a listed building is to be altered or removed. In all cases, including those where no planning or listed building consents are required, there is a requirement to apply to the Council to form a footway crossing (see section 5.3).

Trees in conservation areas are statutorily protected and their removal without prior consent from the Council constitutes an offence, as does the removal of any tree that is protected by a Tree Preservation Order. A tree survey will be required should any trees require to be removed to allow the development to proceed. Consent is also required before any work, such as lopping or thinning, is carried out to a protected tree.

Removal of existing parking spaces

Whilst generally the pressure from property owners is to create additional car parking space, there may be occasions when owners wish to convert existing parking space back to landscaping. Residents are encouraged to restore private car parking in conservation areas to its original use as garden space to help restore the character of the area provided that any loss of off-street parking will not have a detrimental effect on road safety.

Parking in Front Gardens

The conversion of front gardens for car parking will only be permitted where:

- the site is outwith the West End Office Area;
- rear garden parking is not an option;
- there are no implications for road safety;
- there is no impact on significant street or garden trees; and
- on-street parking is not readily available in the vicinity.

Other situations will be considered on their own merit on the condition that the garden is large enough to accommodate a single car whilst leaving a reasonable space between the parked car and the house and at least 50% of the garden ground for soft landscaping.

The following is the planning criteria considered when assessing whether consent may be granted for parking in front gardens of listed buildings or buildings in conservation areas. Similar criteria apply to front gardens of flats.

1. No more than 35% of the front garden area may be given over for the combined parking area, driveway and any turning area, or 50% if footpaths and other hard surfaced areas are included. At least 50% of the garden area should be left in topsoil to permit soft landscaping.

2. Suitable landscaping should be provided to screen both parking and turning areas and generally to soften the intrusive effect of cars parked in front of the property.
3. The design of any turning area should be such that it can be used only for turning and not as additional parking area.
4. Where the property originally had cast iron railings, their reinstatement will be encouraged to lessen the impact of parked cars, failing which some other form of enclosure or appropriate soft landscaping will be required.
5. The formation of the access driveway or parking area must not result in the loss of any street trees or significant garden trees.
6. Consent will not be granted where the property has a rear garden area, suitable for parking, which is accessible from a rear lane or side street.
7. Where the garden is owned by more than one resident, owners will not be permitted a separate driveway and parking area each unless they can be achieved without fragmenting the garden or unduly reducing on-street parking. A communal driveway and parking area may be permissible provided they occupy no more than 35% of the front garden, or 50% if footpaths and other hard surfaced areas are included.

Parking in Rear Gardens

In certain areas, where rear lanes provide access to back gardens, it may be acceptable to convert part of these back gardens for car parking. In order to preserve as much as possible of the amenity provided by these gardens, the area given over to parking will be the minimum required to provide no more than one car space for each flat and the treatment of other areas, including boundary walls, landscaped areas and screen planting, will require careful consideration. In the case of houses or houses which have been subdivided into flats or converted into non-residential use, it may be easier to provide parking space as most rear gardens will be able to accommodate a small number of cars, whilst still leaving a good proportion of garden ground unaffected.

The car park should be internally drained and incorporate Sustainable Urban Drainage Systems (SUDS) to deal with surface water run off.

Parking spaces should be delineated on the site.

Layout

Where car parks in rear areas are permissible, their layout will vary depending on the site characteristics and parking requirements. A high priority is placed on retaining significant trees, original outbuildings such as stables or coach houses, boundary features such as granite walling and even changes in level which add interest to the site.

Parking bays should be 5.0m x 2.5m and access aisles around 6.0m wide. Adequate space should be allowed to permit turning entirely within the site. A generous space of around 5m should be allowed between the parking area and

the rear lane to permit adequate landscaping and for trees to develop without threatening boundary walls.

Surfacing

An area of granite setts or other similar finish is required at the entrance to the car park to provide an identifiable boundary between the lane and the car park and to retain any loose materials which may be used to surface the car park. The parking surface may be constructed in a variety of durable materials such as block pavers, tarmac or gravel. Water bound materials such as clay and sand based hoggin or granite dust are temporary measures which are not acceptable. Where the surface of the parking area is to be gravel, the length of granite setts or similar material at the entrance to the car park must be at least 2m to prevent gravel being dragged onto the public road or lane.

Rear Boundary Walls

Boundary walls are generally around 2m high, built of granite pinnings or granite rubble, usually left exposed but occasionally harled. They will normally have a granite or red brick-on-edge coping. Openings formed in rear boundary walls should be of a width of around 3.5m to allow vehicular access. Materials matching the original should be used in any alterations to boundary walls.

Gates

Close-boarded timber pedestrian pass gates or vehicular gates to a single residential unit, stained or painted and constructed to the same height as the boundary wall, are a common feature of these lanes and provide reasonable security and privacy. Cast and wrought iron or mild steel gates can be used at entrances to commercial premises or flatted developments and can be effectively employed in conjunction with railings on top of an adjacent lowered wall. Ornate scrollwork is, however, alien to Aberdeen's special architectural character, particularly in the context of rear or service lanes, and ought to be avoided. Gates must always open into the garden rather than into the lane.

Trees and Landscaping

Where rear garden ground is to be given over for car parking there will be an inevitable loss of amenity space or potential amenity space where the ground in question has been neglected. This type of space is of great importance for visual stimulation, wildlife, air quality, sustainable drainage, and practical and leisure uses such as clothes drying or simply gardening and sitting outdoors. The area given over for parking should therefore be kept to a minimum. In order that garden ground remains the dominant feature of the garden, no more than 50% should be given over for parking and other areas of hard surfacing, although this may increase slightly in flatted situations to allow one parking space per flat. Where consent is given for the formation of parking area in garden ground, it will be a condition of that consent that the remainder of the garden will be landscaped in accordance with an approved scheme. It is a requirement of such conditions that the landscaping be maintained for a period of five years following the implementation of the landscaping.

The Council will normally require the planting of new trees as part of proposals for the landscaping of parking areas. Such trees can be particularly effective when planted just inside the feu, near the rear lane. The species of tree chosen should be the largest type suitable for the particular site as this will tend to produce the greatest impact and environmental benefits. Native species of trees should be used where suitable.

Garages in Rear Gardens

The formation of garages off rear lanes, serving houses or a small number of flats, can usually be achieved satisfactorily. The design and positioning of the garage should be given careful consideration, particularly with regard to the effect the garage will have on the appearance of the lane. Where, as in most situations, the garage opens onto the lane, the outer wall of the garage should be on the same line as the garden wall and not recessed back from it as this helps to maintain the delineation of the lane. This may affect the choice of garage door as it is not acceptable for the door to encroach onto the lane as it is opened.

The formation of ranks of garages in rear gardens of tenements has an extremely detrimental effect on the appearance of rear garden areas and will not normally be permitted. They occupy more garden ground than simple parking spaces, protrude above garden walls and cannot easily be screened by trees or other landscaping measures. It is virtually impossible to recreate any sense of enclosure in these situations and the turning spaces in front of the garages tend to become desolate areas which attract vandalism. Additionally the formation of banks of garages can greatly increase the built footprint of the feu to the extent that it could push it over the 33% maximum area which is generally considered permissible to be developed.

7.1.10 Positioning of Automatic Teller Machines (ATMs)

The location of ATMs has implications for road safety and parking. Ideally auto-tellers should be located along active building frontages in public areas where there is a high level of pedestrian movement and passive surveillance. These may be at main shopping streets, supermarkets, neighbourhood shopping areas or bank premises, but other locations may be acceptable.

The suitability of new ATMs will be considered on the following criteria:

- The level of pedestrian movements;
- Positioning of the ATM in relation to active building frontages and passive surveillance;
- Width of pavements around the proposed ATM;
- The availability of parking adjacent to the proposed sites where there is no obstruction to surrounding uses or driveways; and
- Appearance of the ATM and impact on the surrounding built and natural environment.

The auto-teller should not be positioned adjacent to or near junctions or bends in the road or in areas where there is poor visibility. The provision of a proposed ATM should not cause obstruction to existing pedestrian movements.

In addition, there shall be a presumption against granting planning permission for automatic telling machines where it can be clearly demonstrated that:

- the width of the footway in the vicinity of the machine is restricted in relation to the observed level of pedestrian movements along that section and may furthermore be restricted by the presence of bus stops or light controlled pedestrian crossings, such that the congestion created by persons standing at the machine may cause an obstruction to the free flow of pedestrian movement along the footway;
- the machine is to be located within 3m of the corner of the building at a street junction where persons standing at the machine may cause an obstruction to the free flow of pedestrian movement along the converging footways;
- the machine is to be located where it is not readily visible from a public thoroughfare or is in an area poorly lit; or that the installation of the machine would be detrimental to the external appearance of the property or would result in the loss of, or unsatisfactory alteration to, an internal feature of architectural or historical importance.

Contact Details

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Roads and parking enquiries- Email:
RoadsProjects@aberdeencity.gov.uk

Further Reading

Aberdeen Core Paths Plan (Aberdeen City Council, 2009)

Aberdeen Local Transport Strategy (Aberdeen City Council, 2008)

Cycling by Design (Transport Scotland, 2010)

Design Manual for Roads and Bridges (Highways Agency)

Designing Streets: A Policy Statement for Scotland (The Scottish Government, 2010)

Directional Signage Guidance for Paths (Aberdeen City Council, 2011)

Guidelines for Motorcycling (Institute of Highway Engineers, 2014)

Lowland Path Construction: A Guide to Good Practice (Paths for All, 2001)

National Roads Development Guide (The Society for Chief Officers of Transport in Scotland, 2014)

Nestrans Regional Active Travel Action Plan (2014)

Nestrans Regional Parking Strategy (2012)

Nestrans Regional Transport Strategy Refresh 2013/2036 (2013)

Planning Advice Note (PAN) 75: Planning for Transport (The Scottish Executive, 2005)

Scottish Planning Policy (The Scottish Government, 2014)

Signage Guidance for Outdoor Access: A Guide to Good Practice (Paths for All, 2009)

Sustrans Design Manual, Handbook for Cycle Friendly Design (Sustrans, 2014)

Technical Handbooks 2013 Non Domestic – Safety (The Scottish Government, 2013)

Transport Assessment Guidance (Transport Scotland, 2012)

Supplementary Guidance

Air Quality

Contents

7.2.1 Policy and Legislation

The EU's Ambient Air Quality Directive (2008/50/EC) sets legally binding limits for concentrations in outdoor air of major pollutants that impact upon public health such as particulates (PM10 and PM2.5) and nitrogen dioxide (NO_2).

The Air Quality Strategy for England, Scotland, Wales and Northern Ireland (1997) sets out the UK government's vision for clean air and quality of life, outlines the established framework for local air quality management, and details a series of air quality objectives to be achieved with the aim of protecting human health and the environment. The Air Quality (Scotland) Regulations 2000, amended in 2002, specify the pollutants that require assessment by local authorities in Scotland, the objectives that require to be achieved and expected compliance dates.

The Environment Act 1995 sets out local authorities' duties and responsibilities in terms of the monitoring and assessment of air quality. Local authorities are required to periodically review and assess air quality in their areas and determine whether or not national air quality objectives are likely to be achieved. Where exceedances are likely, the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place to redress these exceedances.

Local Air Quality Management Policy Guidance PG(S)(09) sets out the links between air quality and land use planning and the role of the planning system in supporting the improvement of air quality in the longer term and ensuring existing air quality does not deteriorate.

The Council has declared 3 AQMAs due to exceedances of the NO_2, PM10 and PM2.5 objectives (*Figures 4-6*):

- City Centre (including Union Street, Market Street, Virginia Street, Commerce Street, Guild Street and Bridge Street, and parts of Holburn Street, King Street and Victoria Road);
- Anderson Drive (incorporating the whole of Anderson Drive, the area around the Haudagain roundabout and the A96 to Howes Road); and
- Wellington Road (from the Queen Elizabeth II Bridge to Balnagask Road).

Air quality problems are predominantly a result of emissions from road vehicles and this is reflected in the locations of the AQMAs.

The Aberdeen AQAP was adopted in 2011 and recommends a range of initiatives to address air quality problems. These focus on increasing awareness of air quality issues, promoting sustainable transport, reducing the need to travel, improving traffic management and transport infrastructure, and consideration of the impact of a Low Emission Zone.

In February 2014, the European Commission announced it was to pursue legal action against the UK government for breaches of NO_2 limits and for failing to reduce concentrations by the 2010 deadline.

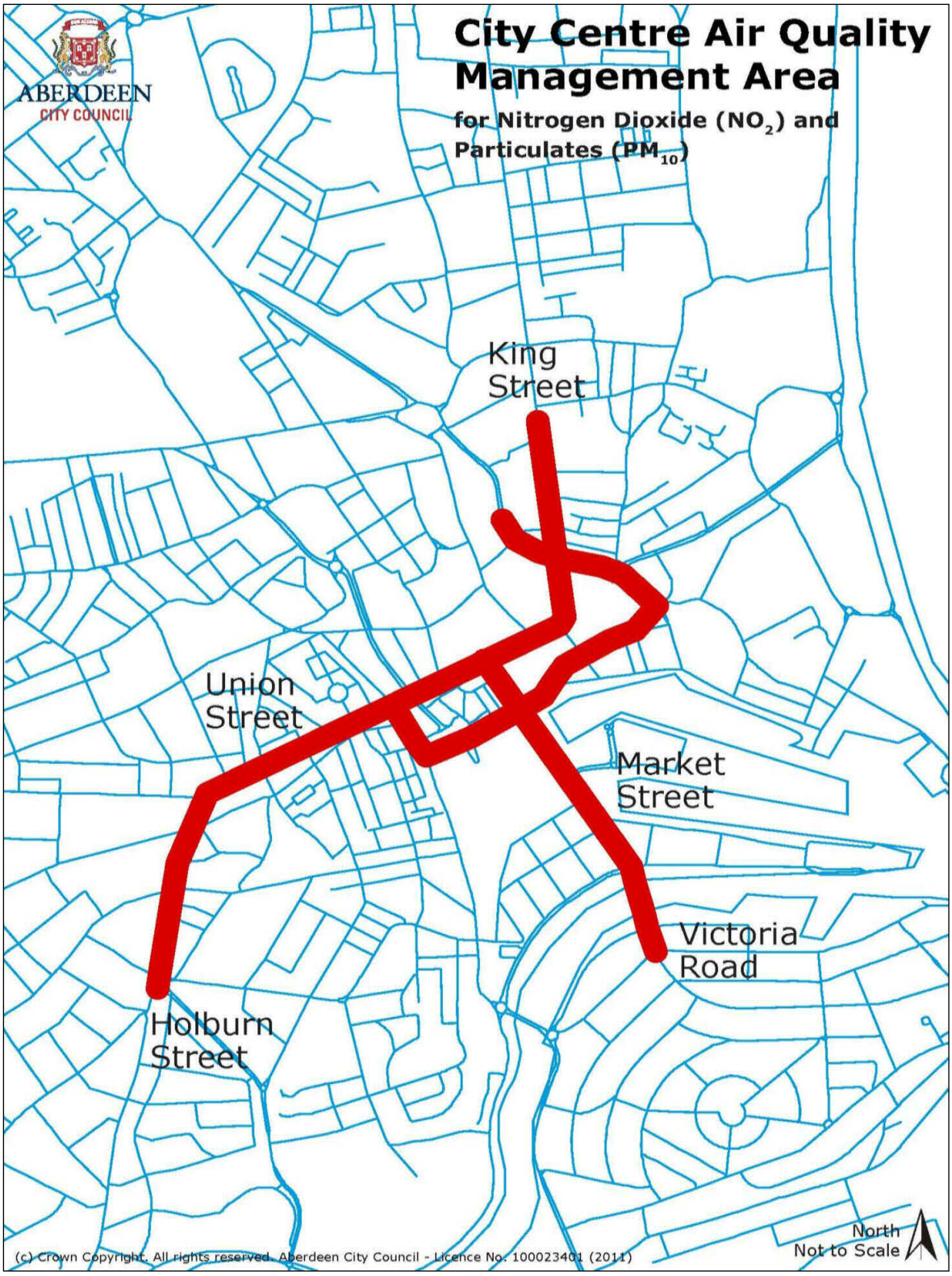

Figure 4: City Centre Air Quality Management Area

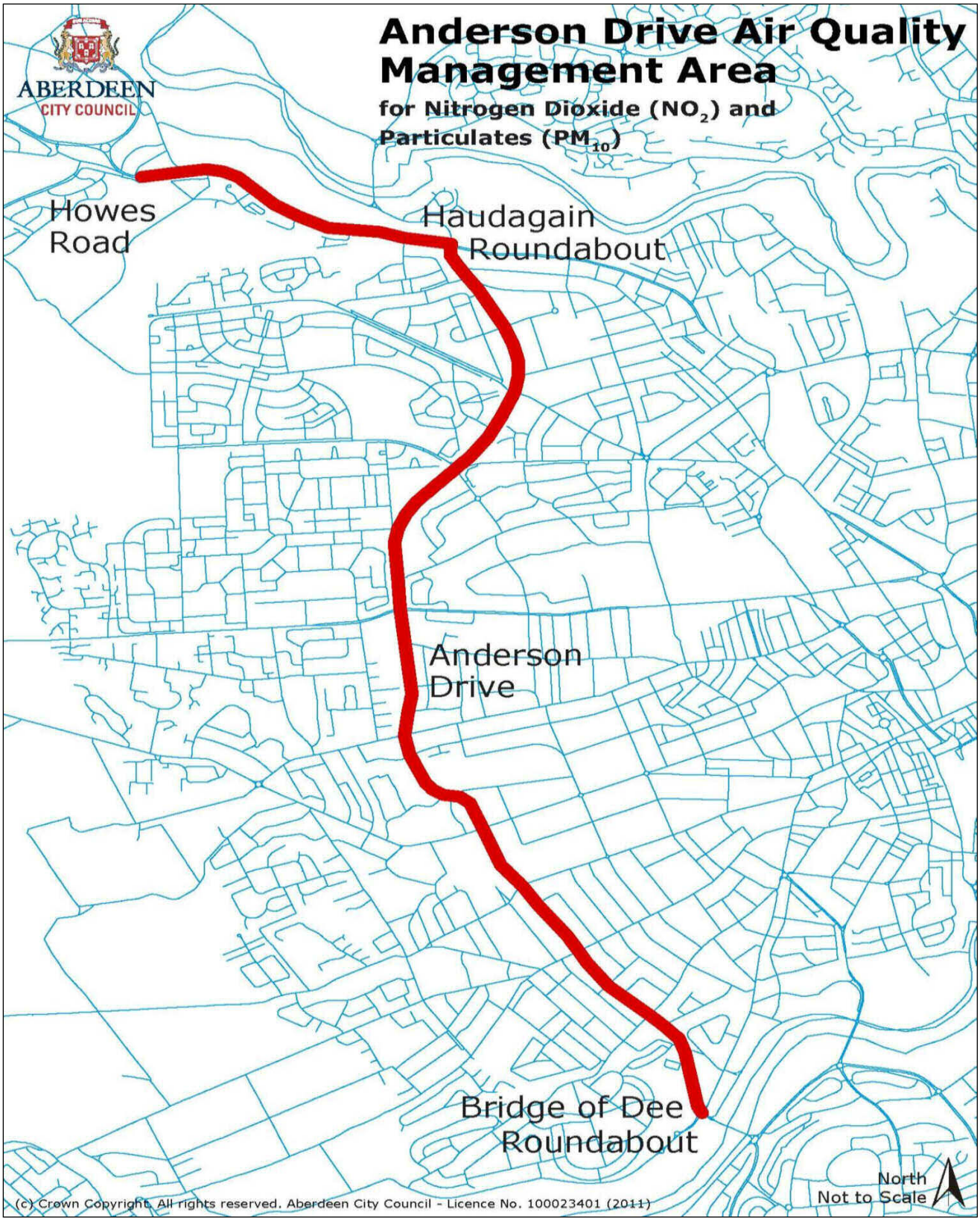

Figure 5: Anderson Drive Air Quality Management Area

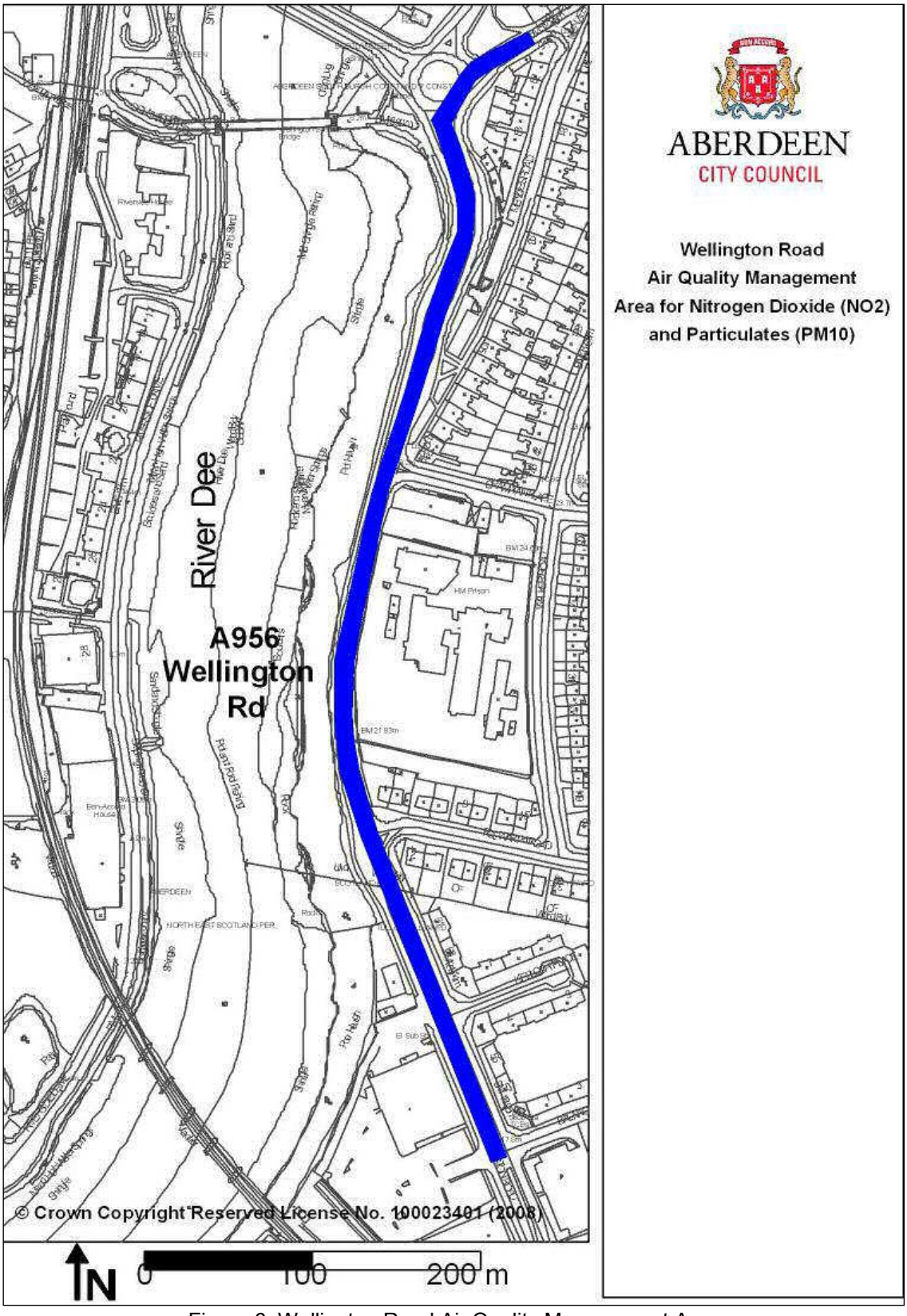

Figure 6: Wellington Road Air Quality Management Area

7.2.2 Air Quality Assessments

An appropriate assessment of air quality must be included with any planning application for development that could adversely affect air quality during construction or demolition, once the development has been completed, or where the development may introduce new exposure in an area of existing poor air quality. The location, size and likely impact of the development will help define when an assessment is required and guidance is given in the table below.

Development Category	**Development within an AQMA**	**Development within buffer**	**Development outside both AQMA and buffer**
Minor Works, Householder applications/ Tree Preservation Order	No action required	No action required	No action required
Small residential development; (<50 dwellings or 2 hectare site area) limited car parking	Inform Environmental Protection Service	Inform Environmental Protection Service	No action required
Medium/ large residential development (>50 dwellings or 2 hectare site area)	Consult Environmental Protection Service	Consult Environmental Protection Service	Consult Environmental Protection Service
Small industrial (<500m^2 GFA) not including biomass or combined heat and power unit	Inform Environmental Protection Service	Inform Environmental Protection Service	No action required
Any biomass or combined heat and power units	Consult Environmental Protection Service	Consult Environmental Protection Service	Consult Environmental Protection Service
Medium/ large commercial (>500m^2 GFA) development (e.g. superstore, food retail, office, commercial development)	Consult Environmental Protection Service	Consult Environmental Protection Service	Consult Environmental Protection Service
Industrial development requiring PPC Permit*	Consult Environmental Protection Service and SEPA	Consult Environmental Protection Service and SEPA	Consult Environmental Protection Service and SEPA
Any new development with 50-99 parking spaces	Consult Environmental Protection Service	Consult Environmental Protection Service	No action required
Any new development with >100 parking spaces	Consult Environmental Protection Service	Consult Environmental Protection Service	Consult Environmental Protection Service

* Pollution Prevention and Control (PPC) regulates certain types of business such as those carrying out power generation, manufacturing and other industrial activities, waste management activities, intensive pig and poultry farming, activities involving solvents or the operation of a landfill

site. If you carry out an activity covered by the PPC regime, you must have a permit from the Scottish Environment Protection Agency (SEPA).

The following proposals may also trigger the need for an assessment:

- Proposals that may generate or result in increased congestion;
- Proposals that are likely to result in an increase in daily traffic flow or peak traffic flow of 10% or more (5% within an AQMA) on a road with more than 10,000 Annual Daily Traffic Flow (5,000 if the road is narrow and congested);
- Proposals that would significantly alter traffic composition, such as increasing the proportion of Heavy Goods Vehicles by 10%;
- Proposed developments located in, or adjacent to, an AQMA where direct emissions to air occur, for example from sources other than traffic;
- Any other development proposals within or adjacent to an AQMA and not listed above which may be significant in terms of air quality impact and/or may impact on the working of measures detailed in the AQAP;
- Proposals that will result in new exposure close to existing sources of air pollutants, including road traffic and industrial operations;
- Proposals that could give rise to impacts on nearby residents during construction; and
- Other development that leads to more than 60 vehicle movements an hour.

This list is not exhaustive and there may be additional situations where assessments will be required, for example where:

- The development could result in the designation of a new AQMA;
- The granting of planning permission would conflict with, or render unworkable, elements of the AQAP; and
- The application could lead to a measurable deterioration in air quality as a direct result of the development.

Equally there may be borderline circumstances which will not require a complete assessment.

It is essential that developers contact the Environmental Protection Service where any of the criteria or thresholds are breached or where there is any doubt about whether an assessment may be required. Failure to include appropriate information on air quality could result in the application being refused or delayed.

When a series of developments are proposed in a particular location, the Council will require a more strategic approach, taking into account the cumulative impacts of development on air quality.

As a minimum the assessment should consider the following scenarios:

- Existing air quality in the study area (base year);
- Future air quality without the development in place; and
- Future air quality with the development in place.

A wide range of assessment methods are available. The Local Air Quality Management Technical Guidance (TG09) and the Environmental Protection UK Development Control: Planning and Air Quality (2010 Update) must be considered when determining the assessment methodology. The applicant should agree the proposed methodology and datasets with the Environmental Protection Service prior to the commencement of the assessment.

The assessment must contain the information that will allow a full consideration of the impacts of the proposal on air quality. As a minimum this should include:

1. Details of the proposed development:
    - an overview of the development proposal;
    - identification of on-site sources of pollutants;
    - an overview of expected traffic changes or changes in emissions for the site for a specified year, e.g. year of opening; and
    - identification of local receptors, for example residential and other sensitive receptors, noting the presence of any AQMAs or other sources that may affect the site.
2. Details of the relevant air quality standards and objectives (normally the Scottish Air Quality Objectives and/or EU Air Quality Limit Values).
3. Justification of the pollutants that require assessment.
4. The basis for determining significance of impacts. The descriptors used to describe impacts should be set out together with the basis for determining the significance of the air quality impact.
5. Details of the assessment methods, including the following local input data and assumptions:
    - traffic data used in the assessment;
    - emission data;
    - meteorological data, including a description of how representative this is of the conditions in the vicinity of the proposed development;
    - baseline pollutant concentrations;
    - choice of baseline year and whether it is a low, typical or high pollution year;
    - NOx:NO_2 relationship used; and
    - other relevant input data.

    For point sources, the assessment should also include:
    - Type of plant;
    - Source of emissions data and actual emissions assumed; and
    - The stack parameters, height diameter, emission velocity and exit temperature.

    For developments that include biomass or CHP (Combined Heat and Power) plant, the assessment should provide specific details of the proposed installation within the Council's Biomass Boiler Information Request Form. Information contained with the Environmental Protection UK leaflet 'Biomass and Air Quality Information for Developers' may be helpful.
6. Model verification (generally for traffic modelling only), including a comparison of predicted versus measured concentration used to derive adjustment factors to account for systematic errors.
7. Assessment of impacts, clearly showing in tabulated form the differences in concentrations between 'with

development' and 'no development' scenarios (see Appendix A).

8. Description of construction phase impacts including likely activities, distance over which impacts are likely to occur and properties likely to be affected, duration and mitigation measures to be implemented.
9. Development mitigation measures.
10. Summary of the results:
    - Impacts during the construction phase of the development (usually dust and PM10);
    - Impacts during operation (usually on concentrations of NO_2, PM10 and PM2.5);
    - Any exceedances of air quality objectives or EU air quality limit values arising from the development or any worsening of a current breach (including the geographical extent);
    - Whether the development will compromise or render inoperative measures within the AQAP;
    - The significance of the impacts identified; and
    - Any apparent conflicts with planning policy.

The Institute of Air Quality Management (IAQM) has recommended an approach to defining the magnitude of changes and describing the air quality impacts at specific receptors. Further detail on this is included in Appendix B. Appendix C describes the approach that should be adopted to assess the significance of the development on air quality and the process that will be used by the Council.

7.2.3 Mitigation Measures

Measures to mitigate poor air quality should be considered in all proposals but will be required where the development will give rise to an increase in concentrations within or adjacent to an AQMA or other area of poor air quality or will introduce new exposure.

The type of measures proposed will depend on the nature and scale of the development but could include:

- Minimising the need to travel by private car and encouraging mixed used development;
- Encouraging and facilitating active and sustainable modes of transport to and from the site, such as walking, cycling, and public transport;
- Reducing the impact of car use such as limiting parking provision, supporting car sharing and Car Clubs and facilitating the use of cleaner vehicles;
- Reducing the impact of deliveries through the adoption of a policy that only permits low emission delivery vehicles; and
- Installing heating and air conditioning systems that minimise energy consumption and emissions.

Measures should take account of and complement actions identified in the AQAP.

Where transport is likely to be a significant source of air quality problems, developers should consult section 1 of this chapter, 'Transport and Accessibility' which contains guidance on accessibility, car parking, Car Clubs and electric vehicle charging. Mitigation above the standards within the Transport and Accessibility section may be required where the development may impact on an area of existing poor air

quality. The Technical Advice Note, Travel Plans: A Guide for Developers, will also be useful as it identifies specific measures available to developers to discourage unnecessary car use and to enable and promote access by sustainable transport modes to all sites.

If the Council considers that the proposed measures do not fully mitigate the impact of development, it may seek the provision of infrastructure (perhaps in the form of a transport improvement) or a contribution towards such infrastructure which will more fully mitigate the impact. This may be secured through a planning condition and/or legal agreement such as a Section 75 planning obligation. A recommendation to refuse an application may be considered appropriate where the air quality impacts are unacceptable to the Council and mitigation is not possible.

7.2.4 Biomass Installations

Concerns have arisen over the potential impacts of particulate emissions associated with the widespread uptake of biomass. The location, design and operation of biomass installations must be carefully managed to ensure that emissions do not impact on health or conflict with the Council's ability to meet air quality objectives or measures within the AQAP.

In accordance with the Council's Biomass Installations Policy (2011):

- All new biomass installations shall include appropriate and effective abatement systems where necessary to control emissions;
- Pollution levels emitted from biomass installations shall not conflict with the requirements of the UK National Air Quality Strategy, the AQAP or statutory duties under the Environmental Act 1995; and
- Biomass installations for sites in or near AQMAs will not be supported unless it can be demonstrated that the change in annual mean NO_2 and PM10 concentrations will be negligible.

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Further Reading

Aberdeen Air Quality Action Plan (Aberdeen City Council, 2011)

Air Pollution: Action in a Changing Climate (DEFRA, 2010)

The Air Quality (Scotland) Regulations 2000 and 2002 Amendment Regulations

The Environment Act 1995

The Air Quality Strategy for England, Scotland, Wales and Northern Ireland (DEFRA, 1997)

The Local Air Quality Management Policy Guidance PG(S)(09)

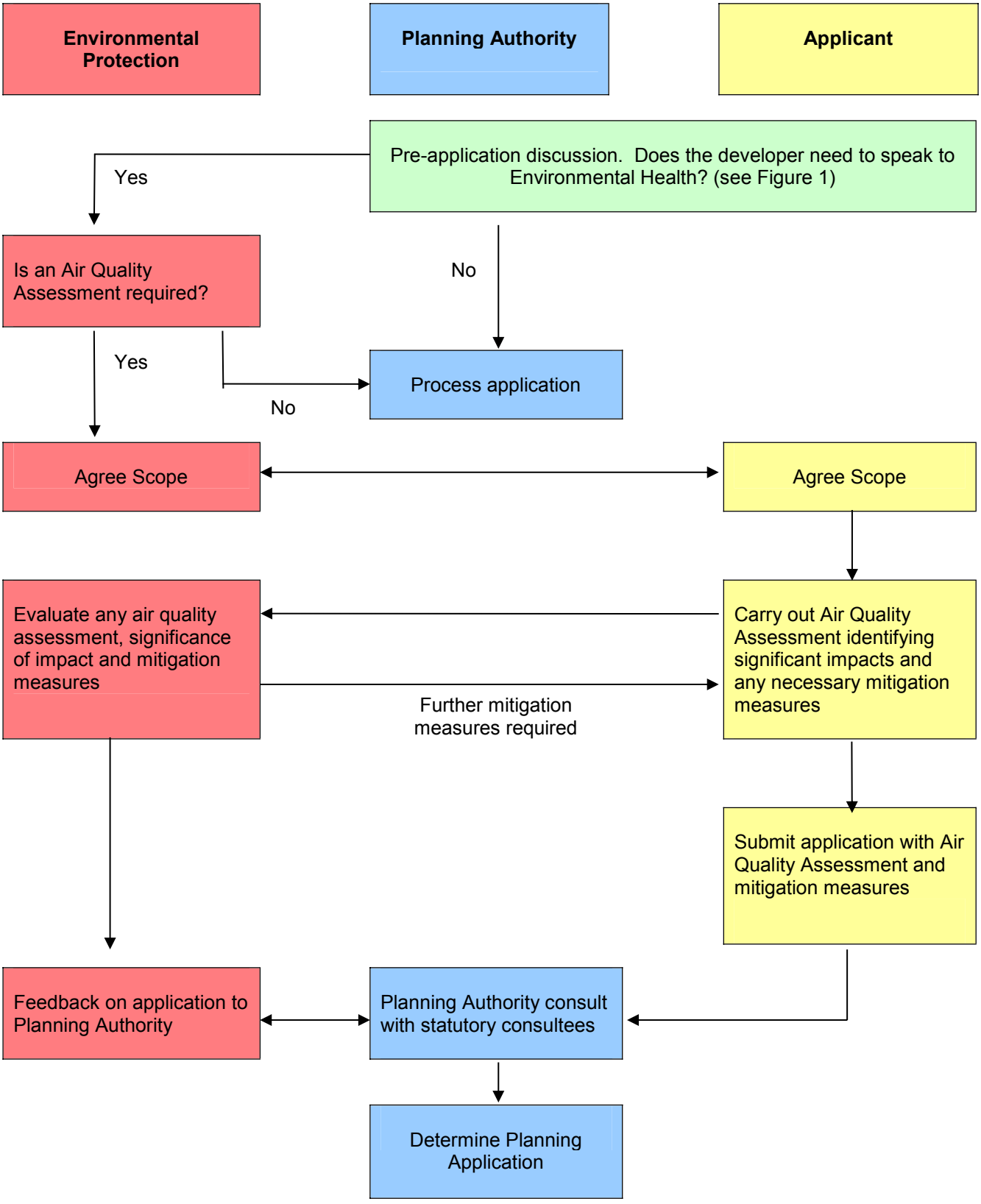
Development Control: Planning and Air Quality (Environmental Protection UK, 2010)

The Local Air Quality Management Technical Guidance (DEFRA, 2009)

Nestrans Health and Transport Action Plan (2014)

NetRegs Guidance on Environmental Regulations
http://www.netregs.gov.uk/netregs/default.aspx

Appendix A: Air Quality and Planning Flowchart



Appendix B: Impact and Magnitude Assessment Tables

The magnitude of an impact should be described using the criteria set out in Table 1. These are based on the change in concentration brought about by the scheme as a percentage of the relevant air quality objectives. Tables 2 and 3 translate these criteria into changes in concentration for nitrogen dioxide and PM10 for national objectives. Tables 2 and 3 should be presented in the assessment report rather than the generic values in Table 1.

Table 1: Definition of impact magnitude for changes in pollution concentration as a percentage of the assessment level

Magnitude of Change	Annual Mean
Large	Increase/decrease >10%
Medium	Increase/decrease 5-10%
Small	Increase/decrease 1-5%
Imperceptible	Increase/decrease <1%

Impact Magnitude and Impact Descriptors in Relation to Specific Objectives

Table 2: Definition of Impact Magnitude for Changes in Annual Mean Nitrogen Dioxide Concentrations

Magnitude of Change	Annual Mean
Large	Increase/decrease >4 ug/m^3
Medium	Increase/decrease 2 – 4 ug/m^3
Small	Increase/decrease 0.4 – 2 ug/m^3
Imperceptible	Increase/decrease <0.4 ug/m^3

Table 3: Definition of Impact Magnitude for Changes in Annual Mean PM10 Concentrations

Magnitude of Change	Annual Mean
Large	Increase/decrease >1.8 ug/m^3
Medium	Increase/decrease 0.9 – 1.8 ug/m^3
Small	Increase/decrease 0.2 – 0.9 ug/m^3
Imperceptible	Increase/decrease <0.2 ug/m^3

Impact Description

When describing an air quality impact at a specific receptor, the actual concentration at the receptor should be taken into account in combination with the magnitude of change. Tables 2 and 3 are specifically for the assessment of the annual mean nitrogen dioxide concentration and PM10 concentration.

Table 4: Air quality impact descriptors for changes to annual mean nitrogen dioxide concentrations at a receptor

Absolute Concentration in Relation to Objective/Limit Value	Change in Concentration [a b]		
	Small	Medium	Large
Increase with Scheme			
Above Objective/Limit Value *With* Scheme (>40ugm^3)	Slight Adverse	Moderate Adverse	Substantial Adverse
Just Below Objective/Limit Value *With* Scheme (36-40ugm^3)	Slight Adverse	Moderate Adverse	Moderate Adverse
Below Objective/Limit Value *With* Scheme (30-36ugm^3)	Negligible	Slight Adverse	Slight Adverse
Well Below Objective/Limit Value *With* Scheme (<30ugm^3)	Negligible	Negligible	Slight Adverse
Decrease with Scheme			
Above Objective/Limit Value *Without* Scheme (>40ugm^3)	Slight Beneficial	Moderate Beneficial	Substantial Beneficial
Just Below Objective/Limit Value *Without* Scheme (36-40ugm^3)	Slight Beneficial	Moderate Beneficial	Moderate Beneficial
Below Objective/Limit Value *Without* Scheme (30-36ugm^3)	Negligible	Slight Beneficial	Slight Beneficial
Well Below Objective/Limit Value *Without* Scheme (<30ugm^3)	Negligible	Negligible	Slight Beneficial

[a] See Table 2 above for description of changes for annual mean nitrogen dioxide

[b] An imperceptible change (Tables 2 and 3 above) would be described as 'negligible'

Table 5: Air quality impact descriptors for changes to annual mean PM10 concentrations at a receptor

Absolute Concentration in Relation to Objective/Limit Value	Change in Concentration [a b]		
	Small	Medium	Large
Increase with Scheme			
Above Objective/Limit Value *With* Scheme (>18ugm^3)	Slight Adverse	Moderate Adverse	Substantial Adverse
Just Below Objective/Limit Value *With* Scheme (16-18ugm^3)	Slight Adverse	Moderate Adverse	Moderate Adverse
Below Objective/Limit Value *With* Scheme (14-16ugm^3)	Negligible	Slight Adverse	Slight Adverse

Well Below Objective/Limit Value *With* Scheme (<14ugm^3)	Negligible	Negligible	Slight Adverse
Decrease with Scheme			
Above Objective/Limit Value *Without* Scheme (>18ugm^3)	Slight Beneficial	Moderate Beneficial	Substantial Beneficial
Just Below Objective/Limit Value *Without* Scheme (16-18ugm^3)	Slight Beneficial	Moderate Beneficial	Moderate Beneficial
Below Objective/Limit Value *Without* Scheme (14-16ugm^3)	Negligible	Slight Beneficial	Slight Beneficial
Well Below Objective/Limit Value *Without* Scheme (<14ugm^3)	Negligible	Negligible	Slight Beneficial

[a] See Table 3 above for description of changes for annual mean PM10 concentrations

[b] An imperceptible change (Tables 2 and 3 above) would be described as 'negligible'

Tables 4 and 5 should be used for describing the impact at each **specific receptor** to enable the evaluation of the overall significance of the development.

The assessment should consider the likely effectiveness of any mitigation or compensating measures to minimise air quality impacts. In many cases it will be difficult to quantify the benefits of mitigating measures; however the application should explore likely benefits in qualitative terms.

Appendix C: Assessing Significance

Significance is typically assessed at two stages in the overall process of examining air quality as a material consideration:

- within the air quality report accompanying the planning application using the professional judgement of the assessment authors: and
- when the Council's air quality specialist makes his/her recommendation to the planning officer.

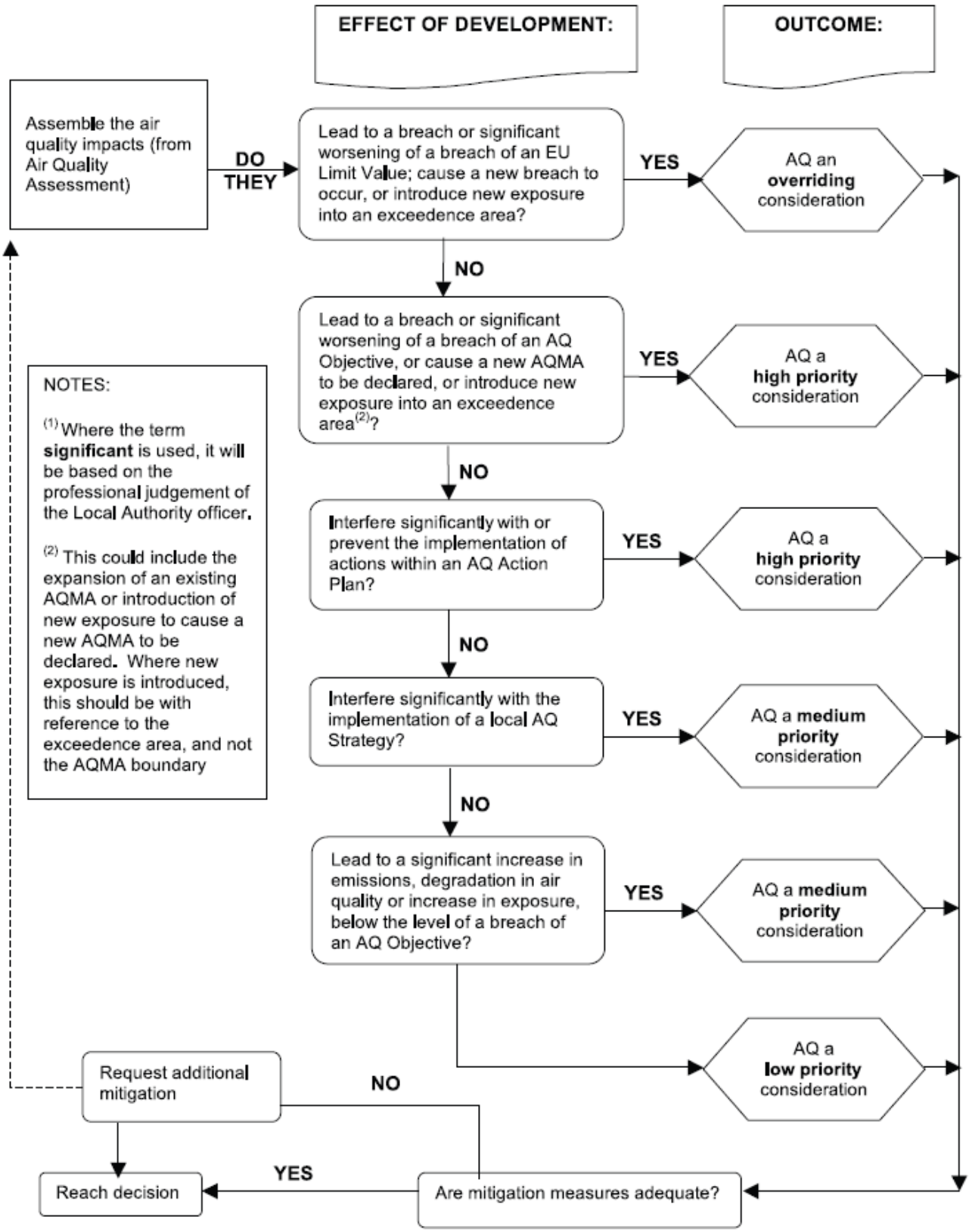
Developers are advised to adopt the approach recommended by the IAQM to describe and then assess the significance of air quality of a new development. This will ensure the developer provides all the necessary information to enable the Council to determine the application.

For many developments, in particular those involving new residential accommodation, the significance of the following impacts should be described separately:

1. Impacts of emissions related to the development on existing receptors; and
2. Impacts of emissions from surrounding sources on new exposure being introduced within the development.

The following flow diagram (taken for the Environmental Protection UK guidance: Development Control: Planning for Air Quality (2010 Update)) will be used by the council for assessing significance. When using the flow chart the council will also consider the following:

- Air quality has the potential to be a material consideration in *all* planning applications. Whether it is a material consideration for any individual application will depend on the circumstances of the case, both in terms of the proposed development and its environment or location;
- The *significance* of the impacts depend very much on the *context* of the development;
- The flow chart is equally applicable to a development which increases emissions or one whose main impact is the increase in exposure, such as residential development; and
- The weight given to the EU limit values reflects their status in law. The limit values are binding on the UK as a whole, whereas there is no legal obligation placed on central government or local authorities to meet UK air quality objectives, despite the fact that they are contained in regulation.



Flow Diagram showing how we will assess the significance of Air Quality Impacts of a Development Proposal

The extent to which air quality should influence the proposal will be governed by the degree of significance. Table 6 (also from the Environmental Protection UK guidance) provides recommendations following an assessment of significance by the Council.

Table 6: Recommendations following our assessment of significance

Impact significance from flow chart	Recommendation
Overriding consideration	Requires mitigation measures to remove "overriding" impacts. If the impact is still "overriding", there should be a strong presumption for a recommendation for refusal on air quality grounds.
High priority consideration	Ensure that measures to minimise "high priority" impacts are appropriate. Consideration may also be given to compensation/offsetting. Depending on the scale of the impacts, taking into account the number of people affected, the absolute levels and the magnitudes of changes, and the suitability of the measures to minimise impacts, it may be appropriate to recommend refusal.
Medium and Low priority consideration	It is unlikely that refusal would be recommended, but mitigation measures should be incorporated into the scheme design to ensure that the development conforms to best practice standards, and is "air quality neutral" as far as reasonably practicable.

An automatic recommendation to refuse an application on air quality grounds will not always be necessary or appropriate. Similarly, the presence of an AQMA does not mean that a development will not be permitted. Dealing with exceedances of Limit Values is a national obligation. There may be situations where large areas are in exceedance of the Limit Value and a national blanket on new developments would risk sterilising large areas. In these circumstances account will be taken of the contribution of the development to the exceedances. If this is small and strong measures are incorporated in the proposal to minimise the impacts, then it may not be appropriate to recommend refusal on air quality grounds.

The Council does not wish to prescribe exact levels above which development proposals will be refused since each case will be assessed on its own merits and it will be necessary to balance the air quality impacts against other material considerations. However, the following factors will be considered in the overall judgement of significance:

- Number of people affected by increases and/or decreases in concentrations and a judgement on the overall balance;
- Where new exposure is being introduced into an existing area of poor air quality, then the number of people exposed to levels above the objective value will be relevant;
- The magnitude of changes and impact at receptors;

- Whether or not an exceedance of an objective is predicted to arise in the study area where none existed before or an exceedance is removed or the exceedance area is reduced;
- Uncertainty, including the extent to which worst-case assumptions have been made; and
- The extent to which an objective value is exceeded e.g. an annual mean NO_2 of 41 ugm^{-3} should attract less significance than an annual mean of 51 ugm^{-3}.

Contents

7.3.1 Policy and Legislation

There is sufficient evidence to link exposure to noise with adverse health effects, with research suggesting that annoyance and sleep disturbance are the most significant impacts.

The Environmental Noise Directive (END) was adopted in 2004 and transposed into the Environmental Noise (Scotland) Regulations 2006. These set out two key tasks for Scottish Ministers:

- Production of strategic noise maps for major roads, rail, airports and industry; and
- Development of Noise Action Plans to manage noise in large agglomerations.

The Aberdeen Agglomeration Noise Action Plan (2014) describes how Scottish Ministers, through the policies and actions implemented by Aberdeen City Council, will deliver their obligations under the END.

The Plan identifies Candidate Noise Management Areas (CNMAs) for road and rail, where high population density comes together with high noise levels, and Candidate Quiet Areas (CQAs), which are areas of a minimum of 9 hectares where at least 75% of the area is subject to noise levels not exceeding 55 dB Lday. The final Road Noise Management Areas (NMAs) and Quiet Areas (QAs) have now been determined, although a final determination on Rail NMAs is still to me made. A list of the rail CNMAs, road NMAs and QAs can be found in Appendix A. Maps of these areas can be viewed at http://www.scottishnoisemapping.org/.

Aberdeen International Airport has produced its own Noise Action Plan which deals with noise sourced from air traffic.

The Scottish Government's Planning Advice Note (PAN) 1/2011: Planning and Noise provides advice on the role of the planning system in helping to prevent and limit the adverse effects of noise and aims to ensure that NMAs and QAs become an acknowledged part of the baseline for management of environmental noise.

The location and design of a development can play a significant part in preventing, controlling and mitigating the effects of noise. Early discussions with the Council will help to determine the suitability of the site for the proposed development and the level of detail required from an applicant in respect of noise. The preferred approach is to plan for good environmental quality, including the noise climate, from the outset rather than to try to mitigate the effects in retrospect.

Issues which may be relevant when considering noise in relation to a development proposal include:

- Type of development and likelihood of significant noise impact (both from the development and impacting on the development);
- Sensitivity of location (e.g. existing land uses, NMAs, QAs);
- Existing noise level and likely change in noise levels;
- Character (tonal, impulsivity, etc.), duration, frequency of any repetition and time of day of noise that is likely to be generated; and

- Absolute level and possible dose-response relationships (the change in effect on a person caused by differing levels of exposure to noise after a certain exposure time) if data is available.

7.3.2 Noise Impact Assessment

A Noise Impact Assessment (NIA) will be required for proposals that are likely to generate significant noise, that may affect noise sensitive receptors or affect noise levels in and around a NMA or QA, or where a noise-sensitive development is proposed which may be affected by existing noise sources. This must be undertaken by a suitably qualified and competent person, usually a noise consultant. The purpose is to demonstrate whether significant adverse noise impacts are likely to occur and, if so, identify effective measures to reduce, control and mitigate the impact.

Before commencing a NIA, a discussion must take place between the applicant and the Council to:

- Agree any potential representative limits of noise and/or the NIA methodology in the context of the proposed development, its location and the surrounding area; and
- Establish criteria for assessing any significant adverse noise impact or predict and describe ambient noise levels (including noise from transport sources) that the proposed development is likely to generate and/or is likely to be subjected to.

Monitoring should be conducted in accordance with BS 7445-1:2003 Description and Measurement of Environmental Noise. The assessment must describe any assumptions used in the prediction of noise levels and calculations to demonstrate how the noise figures have been attained.

PAN 1/2011 and the accompanying Technical Advice Note, Assessment of Noise, provide guidance on the technical evaluation of noise assessment, recommending both a quantitative and qualitative assessment of noise to determine the Magnitude of Impact and corresponding Significance of Effects.

The outcome of the assessment will be used to determine whether noise is a key factor in the decision making process.

7.3.3 Noise Sources

The following summarises the main sources of environmental noise which may require to be covered in an assessment.

<u>Road Traffic</u>
Road traffic noise should be measured and assessed using the methodology set out in Calculation of Road Traffic Noise (1998). When night-time noise is significant a noise survey during the night will also be required.

<u>Rail Traffic</u>
Rail traffic noise should be assessed using the methodology set out in The Calculation of Railway Noise (1998). A noise measurement survey will be required for existing track usage. When the survey is based on noise measurements of a sample of trains using the track, the number of trains used in

the sample should be representative of the total use of the track.

Industrial or Commercial Noise

Industrial and commercial noise sources can be difficult and complex to assess and require to be considered in detail. While the Scottish Government's Technical Advice Note: Assessment of Noise provides the framework for noise assessment in the planning context, it is also important that any proposed development will not result in a statutory nuisance being declared under the Environmental Protection Act 1990. BS 4142:1997 Method for Rating Industrial Noise Affecting Mixed Residential and Industrial Areas is widely used in the assessment of complaints of noise nuisance from industrial and commercial sources and consideration should be given to the application of procedures within BS 4142 in the assessment of noise.

The Scottish Environmental Protection Agency (SEPA) regulates noise from certain prescribed industrial processes. Notwithstanding the regulatory role of SEPA, the Council will determine whether any noise impact from an existing or proposed development is significant. The local authority will liaise with SEPA regarding any such prescribed process.

Construction Site Noise

Most developments will have initial noise associated with construction and it is generally accepted that higher levels will be experienced with what is a relatively temporary situation. In some cases there may be a requirement to control particularly noisy activities through the Control of Pollution Act 1974. Guidance on noise issues relating to construction sites can be found in BS 5228:1997 Noise and Vibration Control on Construction and Open Sites.

Aircraft Noise

Noise from ground movements and from airborne aircraft approaching or departing the Airport could impact on the acceptability of proposed developments in the north of Aberdeen. While each site will require a separate assessment, there is a presumption against development of sites within the Leq 57dB contour for residential purposes.

Wind Turbines

Wind turbines create very specific and complex noise characteristics. Developers should consult Chapter 9 Section 2 of this SG (Wind Turbine Development) for detailed guidance. Assessments should be carried out in accordance with ETSU-R-97: The Assessment and Rating of Noise from Wind Farms.

7.3.4 Development Management

Proposals which would lead to significant noise in the vicinity of noise-sensitive land uses, NMAs and QAs, and for which suitable mitigation measures cannot be identified, are unlikely to receive planning permission.

New commercial developments where amplified music, singing, speech or amusement systems are proposed must be designed to ensure that this noise is contained within the development boundary and is inaudible within any neighbouring noise-sensitive property.

Acceptable noise levels should be achieved within dwellings with windows sufficiently open for ventilation. It is estimated that a slightly open window will reduce external noise levels by 15 dB.

BS 8233:2014 Guidance on Sound Insulation and Noise Reduction for Buildings recommends that indoor ambient noise levels for dwellings do not exceed the following guideline values:

Activity	**Location**	**0700-2300**	**2300-0700**
Resting	Living room	35 dB LAeq, 16hour	
Dining	Dining room/area	40 dB LAeq, 16hour	
Sleeping (daytime resting)	Bedroom	35 dB LAeq, 16hour	30 dB LAeq,8hour

For impulsive or intermittent noise the World Health Organisation (WHO) recommends that the LAFmax should not exceed 45 dB more than 10-15 times a night.

Alternative ventilation may be required where it is not possible to achieve these criteria with traditional window designs and windows partially open for ventilation.

For traditional external areas that are used for amenity space, such as gardens and patios, it is desirable that the external noise level does not exceed 50 dB LAeq,T, with an upper guideline value of 55 dB Aeq,T, which would be acceptable in nosier environments. However, it is recognised that these values may not be achievable in all circumstances where development is desirable, such as the City Centre or areas adjoining the strategic transport network. In such cases, development should be designed to achieve the lowest practicable levels in these external amenity spaces.

Where the above values cannot be met, mitigation solutions should be explored, taking into account their impact on the built environment. Design solutions may be possible, such as locating living rooms and bedrooms on the opposite side of a building to the source of the noise or using windows with improved sound reduction.

BS 5228 prescribes internal noise levels based on noise rating curves for different locations such as bedrooms, offices and schools. NR25 is generally used as the design criteria for protection in bedrooms from the noise from fans, air conditioning units, ventilation systems etc. at night.

Construction site operations will generally be restricted to 0700–1900 Monday to Friday and 0900–1600 on Saturday so that noise is not audible at noise-sensitive properties outwith these times. Under normal circumstances, evening, night-time and Sunday working will not be considered reasonable. There may be exceptions to this, for example for public safety, police requirements or for specific transportation projects where daytime works may cause unacceptable traffic congestion. In such cases contractors require to contact the Environmental Protection Service at least 4 weeks prior to the proposed works and demonstrate why the work cannot take place during normal working hours.

In terms of planning applications, where appropriate, an Informative will be attached to the grant of permission in relation to ‘construction hours’ in order to limit the impact on the adjacent area.

Development proposals which are likely to generate significant noise impacts may need to be advertised as Schedule 3 Development under Regulations 20(1)(c) and 38(1)(b) of the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008.

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Acronyms

AQAP	Air Quality Action Plan
AQMA	Air Quality Management Area
BS	British Standards
CHP	Combined Heat and Power
CNMA	Candidate Noise Management Area
CQA	Candidate Quiet Area
dB	Decibel
END	Environmental Noise Directive
IAQM	Institute of Air Quality Management
LAeq	A-weighted, equivalent sound level. A widely used noise parameter describing a sound level with the same energy content as the varying acoustic signal measured
LAeq,T	The equivalent continuous A-weighted sound pressure level having the same energy as a fluctuating sound over a specified time period T
LAFmax	A-weighted, Fast, Maximum, Sound Level.
Lday	Day equivalent level; A-weighted, Leq. Sound Level measured between 0700 and 1900
Leq	Equivalent Continuous Sound Pressure Level
NAP	Noise Action Plan
NIA	Noise Impact Assessment
NMA	Noise Management Area
NO_2	Nitrogen dioxide
NO_X	Nitrogen oxides
NR	Noise Rating
PAN	Planning Advice Note
PM	Particulate matter
PM2.5	Particles smaller than 2.5 micrometers (fine particles)
PM10	Particles up to 10 micrometers (coarse particles)
QA	Quiet Area
SEPA	Scottish Environment Protection Agency
SG	Supplementary Guidance
WHO	World Health Organisation

Further Reading

BS 4142:1997 Method for Rating Industrial Noise Affecting Mixed Residential and Industrial Areas

BS 5228:1997 Noise and Vibration Control on Construction and Open Sites

BS 8233:2014 Guidance on Sound Insulation and Noise Reduction for Buildings

BS 7445:2003 Description and Measurement of Environmental Noise

Calculation of Road Traffic Noise (Department of Transport Welsh Office, 1998)

Calculation of Rail Traffic Noise (Department of Transport 1995)

Aberdeen Agglomeration Noise Action Plan (Scottish Government, 2014)

Environmental Noise (Scotland) Regulations (2006)

Environmental Noise Directive (2002)

Planning Advice Note 1/2011 Planning and Noise (The Scottish Government, 2011)

Scottish Noise Mapping - http://www.scottishnoisemapping.org/

Section 60 Control of Pollution Act 1974

Technical Advice Note: Assessment of Noise (The Scottish Government, 2011)

World Health Organisation (2013) - Noise http://www.euro.who.int/en/health-topics/environment-and-health/noise

Appendix A: Noise Management Areas and Quiet Areas

Rail Candidate Noise Management Areas (CNMAs)

- Near Polmuir Drive, Riverside Drive
- Near South College Street, North Esplanade West

A determination on whether these are to be taken forward as formal Noise Management Areas or not had yet to be made prior to the development of this SG. Users should consult the Scottish Noise Mapping website for up to date information: http://www.scottishnoisemapping.org/.

Road Noise Management Areas (NMAs)

- Auchmill Road at Newton Terrace
- North Anderson Drive at Clifton Road
- Great Northern Road near Smithfield Lane
- King Street at Don Street
- North Anderson Drive at Mastrick Road
- North Anderson Drive at Laburnum Walk
- Littlejohn Street, Mealmarket Street, King Street
- King Street at St Clair Street
- Union Street at Dee Street
- Rennie's Wynd, Wapping Street, Carmelite Street, Trinity Street, Guild Street
- Market Street, Union Street, Netherkirkgate
- Market Street, Virginia Street, Shore Brae
- Palmerston Road, Market Street
- Victoria Road at Walker Road
- A90 at Holburn Street

Quiet Areas (QAs)

- Hazlehead Park
- Seaton Park

Maps showing the extent of the determined NMAs and QAs are also available from the Noise Mapping website.

aberdeen local development plan

Topic Area 8 – Natural Environment
Land and Water

Contents

8.1.1 Introduction

Section One of this Supplementary Guidance provides additional information on the Natural Environment policies in the LDP (NE1-NE9), specifically NE8 Natural Heritage.

Our natural heritage includes both biodiversity (diversity of plants and animals) and geodiversity (diversity of minerals, rocks, soils, fossils, landforms and geological processes). Natural heritage is intrinsically valuable and worth preserving for future generations to learn about, appreciate and enjoy. The natural world also provides vital resources such as food, water, shelter, medicine and fuel and contributes to our overall wellbeing and quality of life.

8.1.2 Legislation

The legislation, obligations and plans contained in the following table are the main legal obligations that the Council needs to consider for the protection of natural heritage.

Legal Obligations	Description
EU Birds Directive 2009/147/EC	Protects all birds occurring naturally on the European territory of the EU, lists in Annex 1 those species requiring special conservation measures, and requires special measures for other regularly occurring migratory species.
EU Habitats Directive (92/43/EEC) 1992	Sets out a duty to restore natural habitats and wild species at a 'favourable conservation status', and introduces robust protection for those habitats and species of European importance.
The Conservation (Natural Habitats &c.) Regulations 1994 (as amended)	The 1994 Regulations transpose the Habitats Directive into UK law. The Regulations provide for the designation and protection of 'European sites', the protection of 'European protected species', and the adaptation of planning and other controls for the protection of European Sites.
Wildlife and Countryside Act 1981 (as amended) (WACA 1981)	Covers protection of wildlife (birds, and some animals and plants), the countryside, National Parks, and the designation of protected areas, and public rights of way.
Nature Conservation (Scotland) Act 2004	The Council has a duty, in exercising any functions, to further the conservation of biodiversity so far as is consistent with the proper exercise of those functions through the Act. The Act makes amendments to the WACA 1981 strengthening legal protection for protected species.
Wildlife and Natural Environment (Scotland) Act 2011	Updates some existing laws including (but not limited to) those that deal with invasive species, badgers and SSSI's.
Protection of Badgers Act 1992	It is a serious offence to kills, injure or take a badger, or to disturb, damage or interfere with a sett. Licenses to undertake some actions can be issued if it is justified.
Convention on Biological Diversity	To assist in halting the decline in biodiversity, the UK Government signed up to the United Nations Convention on Biological Diversity 1992.
UK Biodiversity Action Plan	The UK BAP has been developed to assist the UK meet the requirements of the Convention on Biological Diversity.
North East Scotland Local Biodiversity Action Plan	The NELBAP helps to assist the Council in meeting its UK and EU legal obligations at a local level.

8.1.3 Site Designations

There are a number of sites protected (or 'designated') for their natural heritage value in Aberdeen, including those at an international, national and local level. Statutory designated sites are those recognised at international level such as the European Commission's Special Area of Conservation (SAC), and those recognised at UK and Scottish level, for example a Site of Special Scientific Interest (SSSI) and Local Nature Reserve (LNR). Non-statutory designated sites including Local Nature Conservation Sites (LNCS) are identified by the Council to further protect locally important landscapes and habitats.

Table 1 notes the various site designations found within the City of Aberdeen.

8.1.4 Protected Species

Table 2 includes some common protected species that regularly occur in Aberdeen City.

In some cases, a licence may be required from Scottish Natural Heritage (SNH) to avoid an offence being committed. Licences can be only issued for specific purposes which will depend on the legislation that applies to a particular species. For European Protected Species (EPS), licences will only be granted if three tests are met. SNH's website provides information on protected species and licensing: http://www.snh.gov.uk/protecting-scotlands-nature/species-licensing/.

In order to comply with the legislation that protects these species, before submitting a planning application you should:

- Identify whether protected species may be present on the development site e.g. a woodland may host bats, red squirrel and breeding birds;
- Carry out a survey to see if there is evidence that those species are present on the site, and assess the impact of the development on those species, and if so;
- Produce a species protection plan to accompany your planning application. The plan should identify mitigation and any licensing requirements.

For any given species, wildlife surveys must be carried out at the correct time of year by a suitably experienced surveyor. Previous survey data should not be relied upon for new planning applications.

A decision/ recommendation on a planning application will not be made until the appropriate survey is complete. To avoid unnecessary delays, applicants should ensure that all survey requirements are identified as soon as possible, taking into account the correct time of year.

Licenses are usually only issued after full planning permission has been granted so that there is no conflict with the planning process.

Table 1: Site Protections Systems in Aberdeen City

Designation	Status & Source	No.	Responsible Body	Site Locations
Special Area of Conservation (SAC)	**Statutory** Habitats Directive (92/43/EEC) & Conservation (Natural Habitats & C) Regulations 1994	1	Scottish Natural Heritage	River Dee
Site of Special Scientific Interest	**Statutory** Wildlife and Countryside Act 1981 * Nature Conservation (Scotland) Act 2004	4	Scottish Natural Heritage	Corby, Lily and Bishops Lochs Cove Nigg Bay Scotstown Moor
Local Nature Reserve	**Statutory** National Parks and Access to the Countryside Act 1949	4	Local Authority	Den of Maidencraig Donmouth Kincorth Hill Scotstown Moor
Local Nature Conservation Sites	**Non-statutory** Local authority	45	Local Authority	See following link for a list of all LNCS: www.aberdeencity.gov.uk/naturalheritage

See SNH's website for more information on Special Areas of Conservation and Sites of Special Scientific Interest: http://www.snh.gov.uk/publications-data-and-research/snhi-information-service/sitelink/

Table 2: Protected Species Common in Aberdeen City.

Species	Legal Status	Land Use Planning	License Requirements
Bats	EPS under the EC Habitats Directive (92/43/EEC).	See section 2.6 for guidance on Bats and Development.	Licenses are available from SNH for certain purposes. They will only be issued if the application satisfies 3 tests.
Otter	EPS under the EC Habitats Directive (92/43/EEC). Note that otter shelters are legally protected whether an otter is present or not.	Given that otters are sufficiently widespread in Scotland, planners and developers would be expected to consider them as a matter of course in relation to almost every development project affecting riverine or coastal environments. Where otters are or likely to be present, the planning authority may require a survey, paid by the developer, so that they can consider the presence of otters, the importance of a holt, couch or other significant aspect of otter habitat and the implications of its loss or disturbance, as well as, the likely effects of any development on otters themselves.	Licenses are available from SNH for certain purposes. They will only be issued if the application satisfies 3 tests.
Dolphins, porpoises and whales	EPS under the EC Habitats Directive (92/43/EEC).	Planners and developers must, as a matter of course, consider dolphins, porpoises and whales where a development project may affect them. This is particularly important for any activity that requires planning permission at the mouth and outer area of Aberdeen Harbour. Bottlenose dolphins are a qualifying interest for the Moray Firth SAC as well as an EPS and are frequently present in and around the Aberdeen Harbour.	Licenses are available from SNH for certain purposes. They will only be issued if the application satisfies 3 tests.
Red squirrel	Red squirrels and their dreys are protected under the Wildlife and Countryside Act.1981 (as amended)	Red squirrels are widespread across Aberdeen in areas of woodland.	Licenses can be issued by SNH for developments providing the activity will contribute to significant social, economic or environmental benefit, and there is no other satisfactory

			solution.
Badger	Badgers and their setts are protected through the Protection of Badgers Act 1992 (as amended). A badger sett is defined in the Act as 'any structure or place which displays signs indicating current use by a badger'. This can include culverts, pipes and holes under sheds, piles of boulders, old mines and quarries etc.	Badgers are widespread in Aberdeen and Aberdeenshire and will create setts in a range of habitats from woodland to grassland, and under scrub such as gorse.	For the purposes of development as defined under the Town and Country Planning (Scotland) Act 1997, licences are available from SNH for certain purposes to permit actions that might otherwise constitute an offence in relation to badgers or their setts. A license must be obtained from SNH for work that may cause disturbance to a badger or involves the damage or destruction of a sett. Licenses will not normally be issued during the breeding season – 30 November to the 1st of July. Developers should consider activities that may cause disturbance, damage or destruction to occur outside this period.
Breeding birds	All birds including their eggs and nests are protected through the Wildlife and Countryside Act 1981 (as amended). Bird species that are rare or vulnerable to disturbance or	Birds can be disturbed or displaced or they could lose their habitat as a result of development. To comply with the law, developers should delay works to safeguard existing nesting sites that may affect breeding birds and their young. Surveys are encouraged to establish if there are breeding birds at the development site. Trees	There is no development licensing purpose for wild birds, therefore, to prevent the risk of damage or destruction of nests or eggs, particularly to Schedule 1 species, development should not proceed until after the breeding season is over.

	persecution receive more protection. For example, the peregrine falcon is protected by special penalties in Schedule 1 part 1 of the Wildlife and Countryside Act 1981 and it is an offence to disturb it while it is breeding.	and shrubs are popular breeding sites for blackbirds for example, whereas roofs including soffits, gutters and eaves are popular with sparrows, starlings, house martins, swallows and swifts. Tall buildings may also be important breeding sites for species such as the peregrine falcon. Breeding of most bird species usually occurs between April and August. A nest can be destroyed quite legally if the bird has finished breeding, the young have fledged and the bird is no longer using it. However, developers are encouraged to provide new opportunities for birds to nest in through the inclusion of appropriate planting, the provision of swift bricks, swallow and house martin nest cups and bird boxes.	

8.1.5 Other Habitats

While many important wildlife habitats are protected through site designations such as a SAC, SSSI, LNR or LNCS, many other valuable habitats exist outside of designated areas. Some of these habitats will be listed in the UK or North East Scotland Local Biodiversity Action Plan (see http://jncc.defra.gov.uk/page-5705 and http://www.nesbiodiversity.org.uk/). Others may be of low overall wildlife value, such as close-mown amenity grassland. Nonetheless, these habitats may be the only place for some species to live in that area, so their protection and conservation is important for the biodiversity of the whole city and it may be possible to make them more attractive for wildlife.

These habitats may also be hedgerows, mature or veteran trees, standing dead wood habitats, species-rich grassland, wetland habitats, and woodlands and spinneys. Other more 'man-made' habitats include parks, gardens, railway embankments, roadside verges, disused quarries, landfill sites, buildings and bridges. Together, these habitats form green corridors which allow species to move from one place to another, preventing habitat fragmentation and isolation of species. Green corridors will also allow species to adapt to climate change.

8.1.6 Principles for protecting Natural Heritage

Properly planned development can avoid a loss of biodiversity and can in fact enhance it. Important habitats and species should be protected from harmful development. Any adverse effects should be avoided, minimised and/or compensated, and every opportunity should also be taken to create improvements for biodiversity, which will make a significant contribution to the achievement of national, regional and local biodiversity targets.

The measures taken should be proportionate to the scale of the development. Even for small proposals there is usually some scope for wildlife conservation and opportunities for enhancement.

As a matter of good practice, the following steps should be taken:

Initial Survey
An initial 'walk over' survey provides a quick assessment of the ecological interest of a site and helps to identify the need for further habitat and species surveys. If conducted early on, an initial survey will save time and help to speed up the planning process. It should also help to inform the layout and design of the development to enhance biodiversity.

A desktop survey should also be conducted to gather existing information about the site including habitat and species records. The North East Scotland Biological Records Centre (NESBReC) has a wide range of records (www.nesbrec.org.uk). The site owner, local residents and community groups could also provide further information.

Careful Timing of Surveys and Works
For any given species, wildlife surveys must be carried out at the correct time of year by a suitably experienced surveyor. It may also be necessary to visit more than once and at different times of the day to identify the full range of species present. To avoid unnecessary delays, applicants should ensure that all survey requirements are identified as

soon as possible, taking into account the correct time of year, and are conducted before submitting an application.

In order to avoid development which is damaging to wildlife habitats, applicants should ensure that any previous wildlife surveys on the site were also carried out at the appropriate time of year for the species in question. Previous survey data should not be relied upon for new planning applications. When required, new surveys will be requested for each new application and should be based on current data. A decision/recommendation on a planning application will not be made until the appropriate survey is complete.

Although it is illegal to disturb some animals, in some cases careful timing of operations may allow work to proceed, for example by avoiding the nesting/breading season. This may be covered by a condition attached to a planning consent.

Incorporate Existing Habitats and Create New Ones
Proposals should aim to protect and incorporate existing habitat features such as hedges, trees, ponds, streams, wetlands and even old buildings or walls into the plans. These could also be expanded and enhanced, for example by provision of bat and bird boxes, planting native species etc. Roosting sites could be created by including bat lofts and grassland created by using topsoil and/or turf moved from the site.

The Biodiversity Planning Toolkit is a very useful interactive tool. This toolkit has been created via a partnership of key agencies including the Scottish Government, SNH and The Association of Local Government Ecologists.
http://www.biodiversityplanningtoolkit.com/biodiversity.asp

Careful consideration of SuDS to enhance biodiversity
Sustainable Drainage Systems (SuDS) are required for the majority of new developments but should be considered even for small-scale projects such as new driveways. SuDS have multiple benefits, which includes biodiversity enhancement as they may also serve as valuable wildlife habitats. More information on SuDS can be found in Section 3 of this chapter.

Link Natural Features
Ensure natural, functioning green links between habitats are not broken, as these can be vital for the continued existence of many species populations. Where proposals have the potential to affect wildlife corridors, consider whether the ecological viability (ability to sustain its wildlife populations) of the corridor will be affected.

Take the opportunity to create new links where possible. Consider the ecological purpose of the link and ensure its design is suitable to serve this. This will help maintain green networks. Further advice on green networks can be found in Section 4 of this chapter.

Invasive non-native species
If there are any invasive non-native species on a development site, the council may attach a condition to any consent requiring a method statement for dealing with them. The method statement should set out how the species would be treated, disposed of and monitored. SNH's website provides information on invasive non-native species:
http://www.snh.gov.uk/protecting-scotlands-nature/nonnative-species/.

Construction Environmental Management Plans (CEMP)

The construction of new development can impact on the environment, its species and habitats in a number of ways, such as emissions to air, land contamination, noise pollution, waste disposal and discharges to water. All specific potential pollution risks associated with a planning application and all aspects of site work that may impact on the environment should be identified, as well as preventative measures and mitigation.

Therefore, the Council may require a Construction Environmental Management Plan (CEMP) to be submitted prior to construction works commencing, demonstrating how environmental impacts will be avoided, minimised and mitigated during the construction phase of the development.

Details of specific issues that we expect to be addressed and further guidance on the production of CEMPs can be found on SEPA's website: http://www.sepa.org.uk/customer_information/construction.aspx

8.1.7 Bats and Development

Bats are European Protected Species (EPS) and are protected by European, UK and Scottish Law.

Bats and Licensing

In some circumstances, actions that would otherwise constitute an offence can be carried out under a licence. Scottish Natural Heritage (SNH) has a power to grant licences for scientific, educational or conservation purposes including surveys. Where an impact on bats cannot be avoided, SNH will only grant a license if the proposal satisfies all of the 3 tests (see paragraph 2.2 of this section). Likewise, the planning authority will only grant planning permission if it is satisfied that a licence can be granted, where needed.

Bats and Land Use Planning

When an application for development is received without a bat survey and it is suspected that a bat roost is present, the Council will request a bat survey to establish the impacts on bats before the planning application is determined. A bat survey cannot be included as a condition of planning permission but must be completed prior to granting planning permission. This is a requirement of the EPS legislation. The local planning authority can refuse planning permission under its duty to protect EPS. If the survey identifies the presence of bats or their roosts, a protection plan should be submitted.

Permitted Development

The new householder permitted development rights mean that certain home improvement projects will not require planning permission. However, even small home improvements such as small alterations or extensions could affect bats. Therefore, the same principles of this supplementary guidance should be followed. If it is suspected that any permitted development work could not proceed without an offence being committed, SNH should be contacted prior to commencement.

Potential Bat Roosts

Bats can be found in any kind of building old or new, and it is important to note that almost any roof or building, such as flat or pitched roofs, wall cavities and window frames, is a potential bat roost.

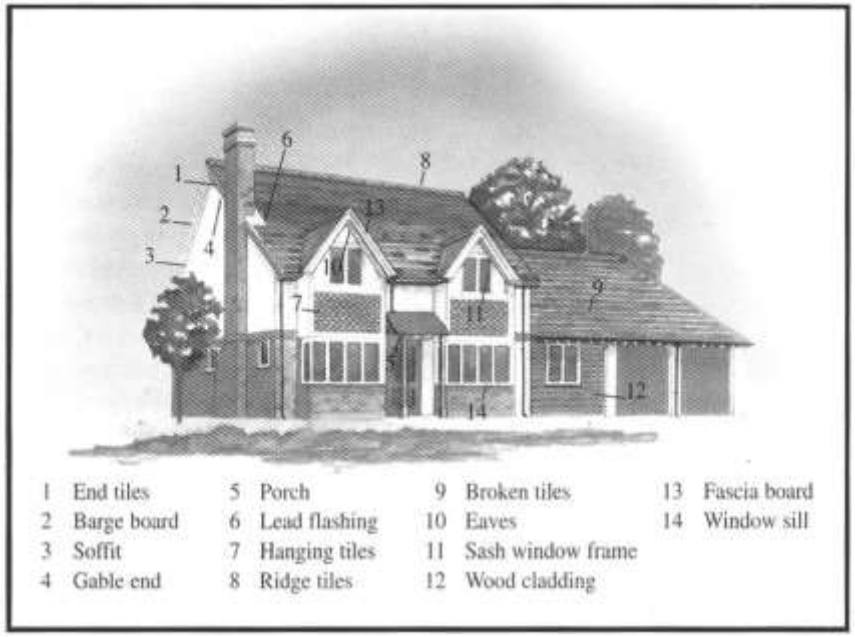
Summer roosts, frequently in buildings, are generally close to good feeding habitat and rich in insects. Good habitats include grassland, wetland, rivers and woodland.

Bats hibernate in winter, but wake occasionally to feed on milder evenings. Winter hibernation sites include caves, cellars, ice-houses, tunnels, bridges and other places which provide cool, stable conditions. Hibernating bats are very vulnerable to disturbance. Tree holes can be used in both summer and winter.

Diagram 2 presents the different activities by bats and at what time of year these activities occur. Please note that unusual weather patterns can shift normal timings.

The following Diagram 1 indicates areas in a house where bats may be found.

Diagram 1: Areas in Houses Where Bats May Be Found



Built Structures – When a Bat Survey Will Always Be Required

Where planning permission is sought, a survey will always be required for any structural work or demolition of any building with a known bat roost or where bats are known to be present in the building. This may be highlighted by a North East Scotland Biological Records Centre (NESBReC) data search or as notified by any competent authority (SNH) or other.

Built Structures – When a Bat Survey May Be Required

Where it is not known if bats or a bat roost is present, a survey may be required for development or demolition including alterations or extensions that would affect the following types of buildings:

- Any constantly heated building such as residential homes, hospitals, schools and swimming pools;
- Traditional buildings including churches and castles, with complex roof spaces;
- Stone and slate buildings including farmhouses; steadings; estate lodges; gatehouses; mill buildings; and old school buildings with an intact or almost intact roof structure;
- Underground and other structures such as tunnels, kilns, cellars, ice houses, or fortifications which provide stable winter temperatures can provide appropriate hibernation sites; and
- Any building or structure close to freshwater and wetland habitats (such as rivers, burns, streams, ponds or wet grassland), woodland, hedgerows and/or lines of trees. This includes bridges and other structures over water features or wet ground.

Trees

Other activities that may require a bat survey include proposed tree work (felling or lopping) and/or development affecting:

- Old and veteran trees older than 100 years; and/or
- Trees with obvious holes, cracks or cavities; and/or
- Trees with a girth greater than 1m at chest height.

Note that trees other than these can sometimes contain bat roosts. Trees are more likely to be used by bats if they are linked by other trees or hedgerows to woodland or other habitat suitable for bats.

General

Do not presume that bats will not be present outside these areas. Where development is proposed outside these areas, it will be up to the Local Planning Authority to determine if a survey is required or not. If there are reports that bats have been seen flying over a site where development is proposed, this may mean that they are foraging in the area and will have a roost nearby. It is recommended that for outside known sites used by bats, sightings can be used together with information on the type of buildings present along with the type of habitats in the vicinity, to determine whether a bat survey should be carried out. Any sightings received from a member of the public should be passed to NESBReC to enable them to keep records up to date.

Remember, bats can be found in any structure and/or building both old and new if it is in the correct environment.

Bat Survey Standards

Surveys must be carried out by a surveyor that is suitably experienced and must be detailed, complete and the correct methodology must be used. The minimum standard for bat surveys must be met (see paragraph 2.5.11), and any surveys which do not meet them, will not be accepted**.** Surveys must be undertaken at the correct time of year (see Diagram 2).

More information on the protection of bats can be found on SNH's website: http://www.snh.gov.uk/protecting-scotlands-nature/protected-species/which-and-how/mammals/bat-protection/

Diagram 2: Bat Activity Calendar.

MARCH	APRIL	MAY	JUNE
Signs of limited activity: small numbers feeding on warmer nights.	Active and hungry. Become torpid[1] again when cold.	Fully active. Females search for suitable nursery sites.	Young are born.
JULY	**AUGUST**	**SEPTEMBER**	**OCTOBER**
Mothers suckle young. Some young almost full-size; others still very small.	Females desert nursery sites and seek males. Juveniles begin catching insects.	Mating takes places. Fat begins to build up ready for winter.	More mating. Seeking suitable hibernation sites. Periods of torpor.
NOVEMBER	**DECEMBER**	**JANUARY**	**FEBRUARY**
Bats begin hibernation, becoming torpid for longer periods.	Hibernating.	Hibernating. Using stored fat as fuel.	Hibernating. Little fat left.

- Mid May through to Mid August is the best time to carry out activity surveys.
- October through to March is the best time to carry out hibernation surveys**.**

[1] Torpid is when the body temperature lowers and the heart rate slows.

Minimum Survey Details
All surveys submitted for development proposals should include the following: -

1. Objectives of the survey;

2. Time and date of the survey, and who carried the survey out;

3. Brief descriptions of weather conditions at the time of the survey;

4. Description of the proposed works including timings and stages;

5. Sources of pre-existing information such as records from NESBReC or the National Biodiversity Network (NBN) together with local sightings of bats;

6. Description of the buildings (including type of structure and materials) and/or trees being surveyed and their suitability as a bat roost for all locally recorded species of bat;

7. Habitat description of the site and surrounding area for context. This should include information on exposure of the site, proximity to water courses and water features, trees/hedgerows/woodland or other semi-natural habitat;

8. Methods of survey (for example, dawn and dusk emergence survey, daytime inspection of building). Justification should be provided for the method of survey used and details of any equipment used;

9. Results of survey including sufficient evidence to justify conclusions. Results should include:
- Species present and approximate numbers
- Details found of signs of usage by bats and
- How habitats or features present are used by bats and an indication of level of use;

10. Interpretation and evaluation. These details should include:
- Presence or absence of bats
- Constraints and limitations of survey, including factors influencing the survey results such as temperature and weather, and any limitations on accessibility to areas of the building. Are any areas of the survey inconclusive, and if so, what is the worst case scenario
- Assessment of usage by bats including sex of bats present, type of roosts i.e. winter site or maternity roost, and approximate size of roost and
- Site status assessment, assessing the importance of roost to the local bat species population;

11. Impact assessment either at the time of development and/or long term. In order to assess this accurately, adequate information on the proposed development will have to be made available to the surveyor. If bats are present, a summary of impacts should be provided including details of type, magnitude and duration of long term and short term impact. This should consider impact at site level in a wider context;

12. Mitigation and compensation. This is essential where bats are present and will be affected by the development. These details should include: -

- Mitigation strategy – overview of how the impacts will be addressed with justification for timings of works if this is to be used to avoid disturbance to bats
- Roost creation or restoration and/or enhancement
- Exclusion – timing and methods
- Post development site safeguard and monitoring
- Work schedule with phasing and
- Relevant maps or plans or diagrams;

13. References;

14. Photographs, grid references and maps of key features of structure and surrounding habitat;

15. Qualifications and experience of surveyor including relevant licences;

16. Summary of survey findings at the beginning of the report.

Planning Conditions

Conditions may be placed on planning consents to highlight the applicant's legal responsibilities and give clear guidance on how to give protection to bats. Examples may include:

- Restrictions on the timings when work can take place if a bat roost is present;
- Use of building materials such as bat bricks or special tiles which provide access points for bats;
- Management prescriptions to be agreed for habitats adjoining the development, e.g. grassland, scrub, woodland, hedgerows;
- The creation of feeding habitats adjoining the development, e.g. grassland, meadows, large ponds; and
- Appropriate lighting considerations (see 'Bats and Lighting in the UK' produced by the Bat Conservation Trust).

8.1.8 Riparian Buffer Strips Adjacent to Water Bodies

A riparian buffer strip is a wooded or vegetated area surrounding a waterbody or watercourse, which helps to protect it from the physical and polluting impact of adjacent land uses. Buffer strips also provide valuable habitats and recreational opportunities and they may also count towards open space requirements for new development (see Section 4 of this chapter).

Recommended Width of Buffer Strip

The optimum width of a buffer strip adjacent to water bodies will be affected by the width of the water body, site conditions and topography.

Buffer strips should be proportional to the bed width of the water body and should be a minimum of 6m with up to 20m+ on either side for larger water bodies such as the Rivers Dee and Don. The general rule is that the bigger the water body, the more space will be required for the buffer strip.

- *Semi-natural Habitat* - if present and adjacent to a water body (e.g. riparian woodland), the whole of this habitat should be protected, regardless of width.
- *Steeply sloping ground* - run-off will be faster and a wider buffer will be required.

- *Straightened/realigned water bodies* - where there are opportunities to undertake restoration of straightened or realigned water bodies, a wider buffer may be required.
- *Still water* - for example, lochs and ponds, the margin should be between 6m and 20m wide, depending on the size of the water body with larger areas having a wider buffer.
- *Ditches* - for smaller ditches there is some discretion to reduce the buffer strip to a minimum of 3m depending on requirements for access for maintenance.
- *Bridge abutments* - where possible bridge abutments must be a sufficient distance back from a river bank to allow for future river movement, and where appropriate access under the structure.

The following table 3 is supported by the Scottish Environment Protection Agency (SEPA) and Scottish Natural Heritage (SNH).

Table 3: Guidelines for Width of Buffer Strips

Width of water Body	Width of Buffer Strip
Less than 1m	6m buffer
1-5m	6-12m
5-15m	12-20m
15m+	20m+

It provides guidelines only, as the width will be dependent on site size, plus, other conditions such as the nature and topography of the surrounding land. Areas at risk of disturbance by fluvial processes will require a geomorphological assessment in order to assess the appropriate buffer strip.

Scottish Planning Policy (2014) states that development should not be permitted where there is a significant probability of it being affected by flooding, increase the probability of flooding elsewhere, or affect the storage capacity of a functional flood plain. This overrides the buffer width recommendations made in this supplementary guidance.

Further guidance on buffer widths can be found on the Forestry Commission's 'Forests and Water Guidelines' (page 25, 'Riparian forestry and buffer areas') at: - http://www.forestry.gov.uk/PDF/fcgl002.pdf/$FILE/fcgl002.pdf

Guidance can also be found in the Scottish Government's 'Prevention of Environmental Pollution From Agricultural Activity' (PEPFAA) 'A Code of Good Practice' at: - http://www.scotland.gov.uk/Resource/Doc/37428/0014235.pdf

Creating a Buffer Strip

The characteristics of a buffer strip will influence its effectiveness. During the development phase, buffer strips should be fenced off and vegetation should be left undisturbed and this is particularly so where wetlands, woodland, grassland or other semi-improved habitats are present. Within a buffer strip, all works should be carried out in accordance with SEPA Pollution Prevention Guidelines.

If the land forming the buffer strip is arable or improved grassland, there may be some merit in sowing with a grassland or wildflower mix. This should be made up of indigenous species, where possible from a local source.

Some planting of locally native trees and shrubs can enhance a buffer strip and can help to stabilise banks and limit erosion. However, care must be taken to ensure that new planted areas do not cause hydraulic issues downstream in a river. Overhanging trees create shade and the leaf litter can provide shelter and food for invertebrates. Care should be taken to avoid too much planting with at least 50% of the water body left open to sunlight during the summer when leaves are on the trees.

It is important to avoid gaps in buffer strips in order to provide continuity of habitat. The creation of hard standing such as vehicle access track should be avoided within buffer strips as this will increase run-off, however, pedestrian access with permeable surfaces is generally acceptable.

Management of Buffer Strips

Management measures will be site specific and should be included in any Landscape Maintenance Plan. In general, the preference would be to leave buffer strips as natural areas with limited management of the vegetation. This will avoid build up of leaf litter, development of scrub, and in the case of rivers, risk of blockages in the channel downstream. More intensive management of some areas may be appropriate for particular uses such as access and recreation. Wherever possible buffer strips should be retained with open space for the development to ensure long term protection.

Further information on creating and managing buffer strips can be found at SEPA's Good Practice Guide for 'Riparian Vegetation Management' http://www.sepa.org.uk/water/water_regulation/guidance/engineering.aspx

8.1.9 Environmental Impact Assessment

There is a statutory requirement that, for developments of particular scale or on particularly sensitive sites, an Environmental Impact Assessment (EIA) is carried out. Such projects are listed in Schedules 1 and 2 of the Environmental Impact Assessment (Scotland) Regulations (2011). Examples are outlined below.

A Schedule 1 development will always require an EIA, because, by virtue of its nature or scale, it is always likely to have significant environmental effect. For example, this may include (depending on size):

- groundwater abstraction
- disposal of hazardous waste
- installation for the intensive rearing of poultry or pigs

A Schedule 2 development will require an EIA if it is likely to have significant effects on the environment by virtue of factors such as its size, nature or location. For example, this may include:

- urban development including car parks and leisure centres
- drilling for water supplies

It must also be a development which meets one of the relevant criteria or exceeds one of the relevant thresholds listed in the second column of the table in Schedule 2, or is located wholly or in part in a sensitive area as defined in regulation 2(1) (e.g. SSSI, SAC).

A full list of Schedule 1 and Schedule 2 developments can be found at: -
http://www.legislation.gov.uk/ssi/2011/139/made

Screening
A screening opinion can be sought from the Council for Schedule 2 developments to establish whether or not an EIA is required. The Council will give its view on whether the project will have a significant effect on the environment by virtue of factors such as its nature, size or location, and hence whether an EIA is required. Guidance on how to decide whether projects are likely to have a significant effect is given in Schedule 3 of the regulations. The Council may seek advice from consultation bodies, e.g. SEPA and SNH, before issuing a screening opinion."

Scoping
Where an EIA is required, the local authority can provide a 'scoping opinion' on the impacts and issues that are likely to be significant, and therefore, what should be addressed by the EIA. The local authority is encouraged to do so where one is requested. The planning authority must seek advice from statutory consultees (e.g. SEPA or SNH) before issuing a scoping opinion.

8.1.10 Habitats Regulations Appraisal

This section provides information on the habitats regulation appraisal process which requires competent authorities to assess certain plans or projects that affects a Natura 2000 (European) site. This process helps to decide whether to undertake a full Appropriate Assessment or not.
Further information is available on SNH's website: http://www.snh.gov.uk/protecting-scotlands-nature/protected-areas/international-designations/natura-sites/habitats-regulations-and-hra/.

Legal Framework
The Conservation (Natural Habitats, &c.) Regulations 1994 as amended (the "Habitats Regulations") state that if a development proposal is unconnected with the nature conservation management of a Natura 2000 site, and is likely to have a significant effect on that site, it must undertake an appropriate assessment of the implications for the conservation interests for which the area has been designated.

Natura 2000 Sites
Natura 2000 sites include Special Protection Areas (SPA) and Special Areas of Conservation (SAC). The River Dee is a SAC and is, therefore, a Natura 2000 site.

Competent Authority
A Habitats Regulation Appraisal is carried out by the competent authority, the Council, with advice from Scottish Natural Heritage. For development that may affect a natura site, the Council will probably require the applicant to provide information for the appraisal.

Three Steps
There is no set format that a Habitats Regulations Appraisal has to follow, and the level of information required depends very much on the individual circumstances of a case. However, when considering whether a proposal will affect a Natura Site, the following three steps can be taken: -

1. Is the proposal directly connected with or necessary for management of the Natura 2000 site for nature conservation?

If **yes**, this should be supported by a rationale showing that there would not be greater negative effects on the Natura site than benefits. Permission may be granted.
If **no**, go to step two.

2. Is the proposal likely to have a significant effect on the site, alone or in combination with other plans or projects?
If **no**, permission may be granted.
If **yes**, go to step three. An Appropriate Assessment will also be required.

3. Can it be ascertained that the proposal will not adversely affect the integrity of the site? If no or not sure, the proposal can only proceed if an appropriate assessment should be carried out which considers the conservation objectives of the Natura 2000 site.
If **yes**, permission may be granted.
If **no or not sure**, permission must be **refused**.

If it cannot be ascertained that a proposal will not adversely affect the integrity of a Natura site, the proposal can only proceed if:

- There are no alternative solutions; and
- There are imperative reasons of over-riding public interest for doing so.

Such reasons are limited to those outlined in regulation 49 of the Habitats Regulations. Scottish Ministers must be consulted and any necessary compensatory measures taken to secure coherence of the Natura site network.

8.2.1 Introduction

This Supplementary Guidance provides additional information on the Natural Environment policies in the LDP (NE1-NE9), specifically NE5 Trees and Woodlands.

The correct assessment of trees is vital in the planning process. Local Planning Authorities have a statutory duty to have regard for the preservation and planting of trees.

The aim of this section is to:

- Better inform developers on how existing trees and woodlands and new tree planting can best be incorporated within new developments
- Smooth the planning process for developers, by stating what information will be required, so that their application can be determined as quickly as possible

This guidance is not a substitute for the knowledge and expertise of a professional arboriculturalist (tree specialist). The services of a competent arboriculturalist should be engaged at the earliest possible stage in the planning process. If the correct information is not provided in relation to trees and a proposed development then it will result in either a delay in the determination or refusal of an application.

Please also see guidance in Section One, above, on bats and birds as these may be present within trees and are protected.

8.2.2 How are trees protected?

Trees are protected in a number of different ways through different pieces of legislation. This means you may be required to fulfill certain obligations if you wish undertake works to a protected tree. To find out if a tree is protected and for more information on how to go about securing any necessary consent, please contact the Council's Environmental Policy Team (see useful contacts at the back of this document).

- **Tree Preservation Orders (TPOs)**

Tree Preservation Orders are administered by Aberdeen City Council and may apply to an individual tree, a group, an area or woodland. Anyone who cuts down, uproots, tops, lops, willfully damages or willfully destroys a tree subject to a TPO without permission is guilty of a criminal offence. Anyone wishing to undertake works to a TPO tree must apply to the Council to undertake those works.

- **Trees in Conservation Areas**

Conservation Areas are also administered by the Council. All trees within Conservation Areas (75mm diameter or greater measured at 1.5m above ground level) regardless of species, are protected by law because they may contribute to the landscape character or setting of the area. Anyone wishing to undertake work to a tree in a Conservation Areas must serve notice in writing on the LPA 6 weeks prior to undertaking those works. At this point, the Council may take action to protect the tree via a TPO or allow the work to go ahead after the notification period has expired.

- **Planning Conditions**

Conditions attached to planning consents are often used by Aberdeen City Council as a means of securing the retention of trees, hedgerows and other landscape features on development sites.

- **Felling Licenses**

Felling Licenses are administered by the Forestry Commission under the Forestry Act 1967. Outside of gardens, churchyards, orchards and public open spaces, a felling license may be required for the felling of trees. Further advice should be obtained from Forestry Commission Scotland. Note that a felling license is not required to remove trees for the implementation of a planning permission, and planning consent is not required for carrying out work as part of a plan or operation approved by the Forestry Commission. Where an application for a felling license is made for the removal of trees that are the subject of a Tree Preservation Order or within a Conservation Area, the Forestry Commission will pass the application to the Council to determine.

- **Restrictive Covenants**

Covenants or other restrictions in the title of a property or conditions in a lease may require the consent of a third party prior to carrying out some sorts of tree work, including removing trees and hedges. This may be the case even if TPO, Conservation Area and felling license regulations do not apply. It may be advisable to consult a solicitor.

- **Exemptions**

Exemptions allow certain works to a tree to be carried out without notice or application to either the Local Authority or the Forestry Commission. These may be based upon size or condition. Works to a tree that is dead, dying or dangerous are exempt from the requirement to apply to the relevant authority, although it is required to inform the authority. Where a protected tree is imminently dangerous, the minimum work necessary to abate the danger may be undertaken without reference to the relevant authority, any further work requiring an application or notification as appropriate. A protected fruit tree may be pruned without consent where the pruning is undertaken for the benefit of fruit production and is in accordance with good horticultural practice.

8.2.3 British Standards

The British Standards (BS) are recognised industry standards for the protection and management of trees. There are two BS that are of particular relevance:

BS 5837: 2012 Trees in Relation to Design, Demolition and Construction - provides information on the recommended methods to achieve the retention of trees on development sites in a satisfactory manner.

BS 3998: 2010 Recommendations for Tree Work - gives general recommendations for tree work, and guidance on management options for established trees.

Aberdeen City Council will require compliance with these recommendations from all planning applications where trees are present on the site. There may be circumstances

where the Council will consider additional information is required over and above those as recommended in BS 5837.

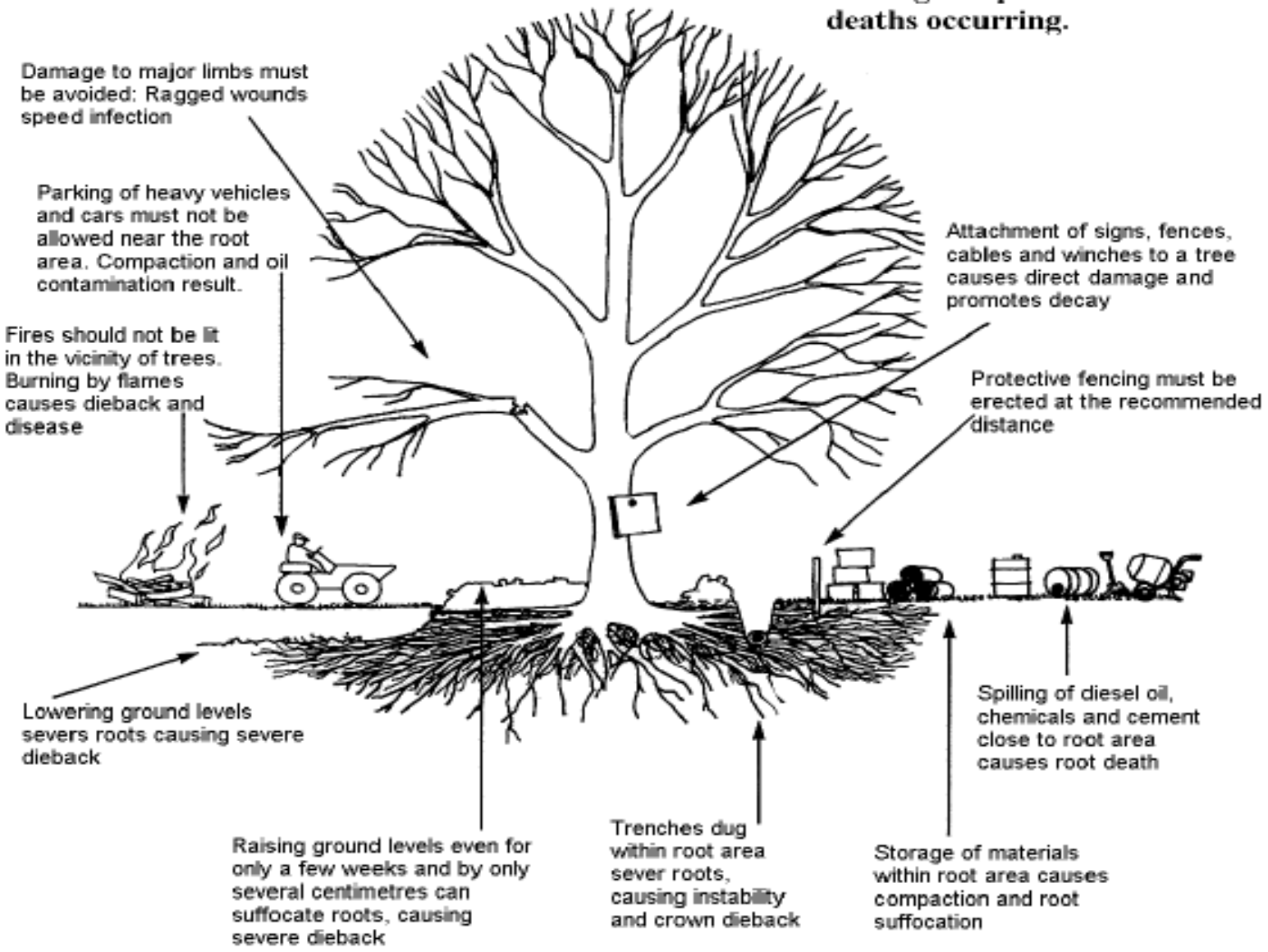
8.2.4 Hiring a Competent Professional Arboriculturalist

A competent arboriculturalist (tree specialist) should be an integral part of the design and development team for any proposal, and involved in the development process from start to finish. They can aid the design process, help in the purification of conditions, and help to manage the site in a safe and efficient manner and ensure that the relevant protection measures are properly implemented. We expect any relevant plans, surveys and assessments that may be required to be completed by a competent arboriculturalist.

8.2.5 How are trees damaged on a construction site?

The following diagram shows common causes of tree death on development sites.

The use of properly positioned protective fencing can prevent tree deaths occurring.



8.2.6 Development Proposals

Planning applications must be accompanied by sufficient information to allow the individual case officer to accurately assess the trees affected by the proposals, whether that is during site masterplanning or detailed planning application stage. The amount and type of information will vary on the type of application and should be discussed with the Council at as early a stage as possible. Below is a brief breakdown of what is required depending on the type of application. A fuller description of each requirement is given in paragraph 2.7. More information may be requested by the case officer as appropriate, depending on the trees and nature of the proposed development.

Pre-Application
The pre-application stage is crucial, particularly where there are a large number of trees on site or where the proposals are contentious in terms of potential tree loss. Pre-application discussions with the Council can save you a great deal of time and money and could also lead to a faster decision on your application.

Masterplanning
At the start of the masterplanning process, consideration has to be given to retention of existing trees and the planting of new trees. Initial surveys should examine the existing tree cover and how this relates to existing trees on adjacent sites. Early consideration should also be given to the enhancement of the existing tree cover and how areas of new tree planting can be linked to the existing green networks.

8.2.7 Planning Applications

Householder Applications
All trees present on a development site must be shown on the plans. Plans should also show trees where it is overhanging the proposed development, or where the development would be closer than half the height of the tree, a tree must be shown on the plans. The tree species, position of the trunk and canopy spread must also be indicated on the plans. The planning case officer will then determine if any additional information is required.

Planning Applications in Principle and Detailed Planning Applications
Where trees are present on sites that will be subject to Planning Applications in Principle and Detailed Planning Applications, then all trees within the application site and within 12 meters of the red line boundary should be included in the tree survey submitted with the planning application.

Where trees are to be retained on the site then a Tree Constraints Plan, Arboricultural Method Statement and Tree Protection Plan should be submitted with the planning application. This information is fundamental to the proper assessment of the planning application. Failure to provide this information from the outset may lead to delays. In cases where this information is not provided then the application will be considered for refusal.

Permitted Development
Where works fall under Permitted Development and do not require planning permission, due consideration should still be given to any trees that are likely to be affected. In cases where trees are the subject of statutory protection, the

relevant consent to carry out any tree work will still be required. There will be a presumption against the removal of trees for the purposes of permitted development.

8.2.8 Requirements for Surveys, Plans and Assessments

Land Survey (Topographical Survey)
This survey should be the starting point for any development and should be undertaken to correctly plot the site in its present condition. The survey typically will include the changes of levels across the site, all of the trees present on site, any trees overhanging the site, trees up to 12 meters from the site, existing relevant features such as drainage, buildings and structures, boundary features and the location of the existing underground services. The exact location of the existing trees and the full extent of their crowns should be accurately plotted. Typically, this survey will include a written statement together with a detailed site plan.

Tree Survey
The tree survey has to be carried out by a competent arboriculturalist and include the following information: reference number/tag number, tree species, height, stem diameter, crown spread, crown clearance, age class, physiological and structural condition, management recommendations, estimated remaining contribution and category grading as per BS 5837.

It is vital that the tree survey is carried out independently of and prior to any development proposals being drawn up. Where trees form groups or woodlands, it may be more appropriate for the arboriculturalist to identify and consider these as groups and woodlands. If the groups are close grown it may also be more appropriate to assess their quality and value as a whole rather than individuals.

All trees that currently exist on the site and all those within 12 meters of the red line boundary of the site must be included within the tree survey. A tree survey plan must accompany the tree survey and the individual tag numbers or relevant groups and woodlands must be accurately plotted on the plan. If tree removal is required as part of a development proposal and is approved, no subsequent permission will be granted for the removal of additional trees due to changes to the proposals.

Tree Constraints Plan (TCP)
Following the completion of the tree survey and the identification of those trees suitable for retention, a Tree Constraints Plan needs to be produced by the arboriculturalist. This is a design tool that is used to inform the proposed layout of the new development. When this is submitted with the planning application, this will be used to show how due consideration has been given to the retention of trees as part of the proposed layout. The TCP will include information highlighting the constraints above and below ground posed by the trees. The plan will show the constraints above ground posed by the current physical size of the tree, taking into account their movement in the wind, future growth, perceived safety concerns, shade cast by the trees and the existing crown spread. The constraints below ground are represented by the Root Protection Area (RPA). The RPA is used to inform the construction exclusion zone.

Included in the TCP should be areas where proposed new tree planting will be carried out. These areas should also be protected from damage, particularly the movement of

construction traffic, storage of materials and soil compaction.

While trees are only one consideration during the planning process, certain trees or groups of trees can be of such importance and sensitivity that they should significantly modify the design and layout or prevent developments altogether. Care has to be taken to ensure that the correct trees are identified as suitable for retention, and that attempts to retain too many unsuitable trees may result in excessive pressure on trees during the construction process. Regardless of the legal status of trees they are a material consideration in the planning system.

Arboricultural Implication Assessment (AIA) and Design Considerations

Once the detailed design proposals have been drawn up, an AIA needs to be carried out in order to assess the trees against the proposals. This assessment should show:

- that structures are not sited within Root Protection Areas;
- the presence of statutory tree protection (Tree Preservation Orders and Conservation Areas)
- Opportunities for new tree planting;
- that new buildings/structures are sited well clear of ultimate crown spread;
- Sufficient space is given for construction work, access, erection of scaffolding and storage of materials;
- the effect of the proximity of trees to buildings, on daylight into windows and gardens, existing and future tree height and spread, perceived risks to safety and dominance of trees over properties;
- requirements for infrastructure, above and below ground services, roads and footpaths, visibility splays, CCTV requirements, refuse stores, substations, lighting and signage;
- changes in ground levels, including existing, proposed and temporary;
- the effect of the proposed development on amenity values of trees on and near the site;
- mitigation measures for any tree loss;
- future pruning requirements.

Particular attention should be given to large old or veteran trees that become enclosed within new developments. These trees are less resilient to the likely impacts of construction activity within close proximity and are therefore more likely to die or become unsafe. It may be more appropriate to incorporate them into open space or large gardens.

The AIA will be a written statement to accompany the Tree Constraints Plan. It may be the case that additional plans will need to be produced in order to demonstrate how the above issues are intended to be dealt with (for example, cross sections, alternative proposals and specific construction methods).

Arboricultural Method Statements and Tree Protection Plan

Upon finalising the design layout for the proposed development, a method and plan demonstrating how the trees on the site will be adequately protected during the construction phase of the development will be required. This information is often required through the conditions of the planning permission and these are used to enforce the protection measures.

However, the information is still required in advance of the issuing of the planning permission and if it is not supplied in advance, then the application may be delayed or refused.

The erection of a Construction Exclusion Zone will be required, consisting of a suitable barrier around the trees to prevent construction access and to ensure damage does not occur to the trees. The Construction Exclusion Zone is a fundamental part of the Tree Protection Plan and this should be annotated on the plan with the following information:

- Trees to be retained;
- Trees to be removed;
- Trees to be pruned;
- The exact location of the Construction Exclusion Zone showing the protective barriers/fences, all physical barriers including the ground protection (these areas should reflect the RPAs taken from the Tree Constraints Plan, or a distance equal to half the height of the tree, or the canopy drip line of the tree, whichever is greatest);
- Details of the type of fencing/physical barrier to be used (this is to be the same as required in BS5837 unless otherwise agreed in writing);
- The fencing/protective barrier with display signs indicating that the enclosed area is a construction exclusion zone;
- Those areas of proposed or structural landscaping be protected to prevent damage to the soil structure;
- Finalised site layout;

To ensure construction activity does not further impinge on the construction exclusion zone that is erected close to trees, consideration needs to be given to the following activities:

- Site access for construction, type of construction access and the frequency;
- Contractors car parking;
- Phasing of construction works;
- Siting of construction compounds, storage of materials, fuel, site huts, toilets and other temporary structures;
- Space for foundations excavation, construction works, erection of scaffolding, plant, cranes and access during construction works;
- Changes in ground levels including the effect of creating new slopes, erection of retaining walls and steps;
- Location and space required for all the service runs including gas, electricity, foul and water drains, land drains, oil, television, telephone and all other communication cables.

Root protection areas should be calculated using the formula noted within BS5837: 2012. Where applicable, root protection areas may need to be expanded to take account of future tree growth. Where the Council considers necessary, protective barriers may require to be inspected prior to development work taking place. On sensitive sites, the appointment of an Ecological Clerk of Works (ECoW) may be required to inspect and report on the initial erection of protective barriers and periodically monitor the barriers throughout the development period. All protective barriers

should meet the default specification for protective barriers as noted in Figure 2, BS5837: 2012.

Where work is unavoidable within the Construction Exclusion Zone of a tree, we will require a method statement relating to how damage will be minimised as part of the Arboricultural Method Statement and Tree Protection Plan. Such work may include hard and soft landscaping and special construction techniques.

Conditions of Planning Approval

The granting of planning permission does not mean that the Planning Authority no longer has control over what happens on the site, particularly where trees are concerned. Where trees have been present on a site prior to the granting of planning permission there will be number of conditions of planning permission that will have to be adhered to.

These conditions may include:

- Implementation of the Tree Protection Plan
- The appointment of a suitably competent person to ensure the correct implementation of the Tree
- Protection Plan, prior to the start of construction on site, and the ongoing supervision of the arboricultural protection measures
- No tree work is to be carried out without the express written permission of the planning authority
- The protective fencing/barrier as part of the TPP is erected prior to the start of demolition and construction works on site
- No alteration to protective fencing/barrier and no activity to take place within the construction exclusion zone during development, unless there is written consent of the Planning Authority
- The protective fencing/barrier is only to be removed upon completion of the development and prior to occupation and only with the written consent of the planning authority

Other planning conditions could also be used to control the use of particular construction methods close to trees, additional tree work as part of a tree/woodland management plan for the site, and various conditions for the control of landscape character and areas of existing and new landscaping.

8.3.1 Introduction

This Supplementary Guidance provides additional information on the Natural Environment policies in the LDP (NE1-NE9), specifically NE6 Flooding, Drainage and Water Quality.

Planning has a key role to play in a modern approach to managing flood risk in Scotland. When preparing development plans and determining planning applications, Aberdeen City Council will consider flood risk from all sources, to help prevent development which would have a significant probability of flooding or increase the probability of flooding elsewhere. This section provides further guidance for developers which will help them to ensure their proposals properly address flood risk.

Sustainable flood risk management measures, like Sustainable Drainage Systems (SuDS) and riparian buffer strips, also provide multiple benefits such as biodiversity enhancement, habitat creation and improved amenity for those living and working in an area. Further information on infrastructure requirements and developer contributions can be found in the Developer Contributions Supplementary Guidance and the Action Programme for the LDP.

8.3.2 Statutory Roles and Responsibilities

The Flood Risk Management Act (Scotland) 2009 ('the FRM Act') is the primary legislation relating to flood risk in Scotland. It is designed to ensure national legislation complies with the EC Floods Directive (2007/60/EC) and gives many different parties key roles in sustainable flood risk management in

Scotland. The table below describes the main roles and responsibilities held by different stakeholders, as defined by the Flood Risk Management Act (Scotland) 2009.

Stakeholder	Key Roles, Responsibilities and Powers	Relevant Legislation
All responsible bodies (including local authorities, SEPA, Scottish Ministers, Scottish Water)	Act with a view to reducing overall flood risk, securing compliance with the Directive and having regard to the environmental, social and economic impact of carrying out their functions.	Flood Risk Management Act (Scotland) 2009
Planning Authority	Responsible for control of development through determination of planning applications and preparation of development plans, taking into account flood risk from all sources when doing so; Enforcement action against illegal development	Planning etc. (Scotland) Act 2006
Local Authority	Assess condition of water courses and use their powers to maintain them; Powers to implement measures to manage flood risk; Prepare/contribute to the preparation of assessments, maps and plans relevant to their jurisdiction; Lead the preparation of the Surface Water Management Plan	Flood Risk Management (Scotland) Act 2009
Roads Authority	Responsible for surface water drainage for adopted roads and issuing of roads construction consent. Where roads drainage and curtilage drainage enter into the same sewer, the Roads authority enters into an agreement with Scottish water for the provision, management, maintenance or use of their sewers or drains for the conveyance of water.	Roads (Scotland) Act 1984 Sewerage (Scotland) Act 1968 (as amended)
Scottish Water	Responsible for provision of sewerage infrastructure; Consider requests from landowners to vest/ adopt constructed, approved and planned SuDS; Vest/ adopt if SUDS meets relevant standards and requirements; Dealing with flooding caused by water infrastructure failure; Co-operation with the Local Authority in the preparation of the SWMP; Where roads drainage and curtilage drainage enter into the same sewer, enter into an agreement with the Roads	Sewerage (Scotland) Act 1968 (as amended)

	Authority for the provision, management, maintenance or use of sewers or drains for the conveyance of water.	
SEPA	Regulate discharges into controlled waters; Provide independent advice and guidance on flood risk to LA's in their role as a statutory key agency; Preparing national-level assessments and plans	Control of Pollution Act 1974 (as amended) Planning etc. (Scotland) Act 2006 Flood Risk Management (Scotland) Act 2009
Owner/Occupiers	Responsibility for safeguarding their property and avoiding/managing flood risk; Maintaining any watercourses/bodies on their land; Maintain SuDS within the boundaries or curtilage of private property.	Flood Risk Management (Scotland) Act 2009

8.3.3 Arrangements for Flood Risk Management Planning in Scotland

The FRM Act established a new set of arrangements for flood risk management planning in Scotland. At a national level, the National Flood Risk Assessment (NFRA) has been prepared by SEPA with the aim of identifying the areas of Scotland most vulnerable to flooding. The NFRA identified 243 Potentially Vulnerable Areas (PVAs) of which there are 5 in Aberdeen City covering almost the whole local authority area. The potential impact of flooding in each PVA is considered significant enough to justify further national action.

At a regional level, Flood Risk Management Plans are required to be produced for each Local Plan District in Scotland. These are comprised of two elements:

- A **Flood Risk Management Strategy** for the North East District is being prepared by SEPA, and will identify the main flooding issues and impacts for each PVA and high-level objectives to address them.
- A **Local Flood Risk Management Plan** will identify a programme of actions to be taken for each PVA, who will undertake them and when. This is currently being prepared by the local partnership, which is led by Aberdeenshire Council and includes Aberdeen City Council.

Once the Flood Risk Management Plan for the North East is published, this Supplementary Guidance will be updated as appropriate to take account of its contents.

8.3.4 Flood Risk Assessment (FRA)

Early thought should be given to potential flood risk issues when considering a site. Flood risk can have important implications for the siting, design and in some cases overall principle of development. Where there is a potential risk of flooding, planning applications are required to be supported with a Flood Risk Assessment (FRA).

When will FRA be required?

Where a site is allocated in the LDP, it may be indicated in the Opportunity Site schedule that FRA will be required.

For sites that are not allocated in the LDP, applicants will be asked to provide an assessment of flood risk where a development is likely to result in a material increase in the number of buildings at risk of flooding. This will be judged by planning officers using SEPA's Flood Maps and advice sought from the Council's flood engineers.

Developers themselves should therefore give early thought to flood risk when considering a site, as it can have important implications for siting, design and in some cases the overall principle of development in a given location. Where flood risk may be an issue, it is strongly advised that applicants seek pre-application advice from the local authority, particularly for major and national developments.

Preparing Flood Risk Assessment

SEPA has produced standard technical guidance on producing FRA, which includes a checklist to help ensure that all key elements have been included. It is strongly recommended that applicants make use of this guidance in preparing FRA. It can be found on SEPA's website:

- SEPA - Flood Risk Advice for Applicants

Reviewing Flood Risk Assessments
The Council will ask SEPA to review Flood Risk Assessments. SEPA will provide comments on the appropriateness of the study, its conclusions and the acceptability of the proposals in line with Scottish Planning Policy's Flood Risk Framework, which sets out which types of development is likely to be acceptable given a particular level of flood risk.

Developers can help to speed up the review of their FRA by:

- considering flood risk issues from the outset to ensure that any risks are fully understood and considered in the siting and design of the development;
- entering into pre-application discussions with the planning authority and SEPA for major and national developments; and
- following SEPA's technical guidance and completing their checklist.

Floods are inherently complex phenomena that are extremely difficult to predict; the effects of climate change are likely to have even further impact on the frequency, intensity and unpredictability of flood events. Although probability-based flood maps guide us to areas which are most vulnerable to flooding, they should not be taken as infallible and the granting of planning permission never implies that there is an absence of flood risk.

8.3.5 Drainage Impact Assessment

Drainage (encompassing surface water and waste/foul water) is also material consideration in the planning process. Appropriate drainage arrangements are a key element in sustainable flood risk management as well as water quality management. This section provides guidance on the preparation and submission of a Drainage Impact Assessment (DIA) for new development.

When will Drainage Impact Assessment be required?
Aberdeen City and Aberdeenshire Councils require that DIA is required for the following development proposals:

- Any residential development comprising 5 or more dwellings;
- Non-residential developments of 250m² or more;
- Changes of use involving new buildings or hard surfacing of 100m² or more;
- Extension to buildings or hard surfacing of 100m² or more;
- Any development that is below these thresholds but falls within a sensitive area.

Sensitive areas may include:

- Areas where there is no available public sewer;
- Areas affected by flooding;
- Areas with high water-table problems;
- Receiving waters with no capacity for additional flow;
- Bathing areas;
- Fisheries;
- Areas within or upstream of a conservation site designated under national or international legislation, for example Special Area of Conservation (SAC) or Site of Special Scientific Interest (SSSI);
- Areas where drainage may affect a non-designated conservation site or amenity area such as a public park or picnic site;
- Contaminated land.

What must Drainage Impact Assessment Cover?

DIA should be site-specific. Developers are required to demonstrate that the site will be developed to incorporate a satisfactory means of foul and surface water drainage.

Below are the minimum Drainage Impact Assessment requirements. Depending on the scale and type of development, site conditions and the sensitivity of the receiving watercourse, additional requirements may be specified by Aberdeen City Council. Applicants should therefore seek to confirm requirements with the Council before preparing the DIA.

Minimum DIA Requirements:-

- An examination of current and historical drainage patterns including water courses, ditches, culverts, sewage and general land drainage, both within and adjoining the site;
- A statement of SuDS to be incorporated, and final discharge point(s) where relevant, including how the drainage design satisfied SuDS techniques, both in terms of treatment of water quality and attenuation of water quantity, in accordance with best practice and design;
- A Drainage Plan identifying the type of SuDS to be incorporated and the land-take of the SuDS, allowing for access and maintenance;
- Details of proposals, where relevant, for integrating the drainage system into the landscape or publicly accessible open space, providing habitat and social enhancement;
- The soil classification for the site and evidence of subsoil porosity tests at the location for any proposed infiltration devices, showing the position of the winter water table;
- Indication of overland flow routes and measures to safeguard properties from flooding.

Reviewing Drainage Impact Assessment
Evaluation of the submitted Drainage Impact Assessment will be undertaken by the planning authority in conjunction with other regulatory authorities, seeking further information where necessary.

8.3.6 Sustainable Drainage Systems (SuDS)

Surface water is rainwater which runs off roofs and paved areas, as well as soft ground when it is saturated. Surface water may include water that drains to the public sewer, although not all surface water enters the public sewer. Certain activities that generate surface water, such as car washing, may contain pollutants that can negatively affect the environment.

All new developments are required to incorporate SuDS to deal with surface water, with the exception of single dwellings/extensions to residential properties or discharges to coastal waters. SuDS components need to be selected based on specific site opportunities and constraints and provision should be addressed as part of the Drainage Impact Assessment.

SuDS is an approach to surface water management that aims to manage rainfall close to where it falls, mimicking natural systems. SuDS can be designed to slow water down before it enters rivers and streams, and provide areas to store water before it is able to soak into the ground or evaporate. For these reasons, SuDS are more sustainable than traditional ‘hard’ drainage measures, and may allow development in built up areas where existing drainage systems are close to capacity.

SuDS may provide many other benefits such as habitat and biodiversity enhancement, recreational opportunities and increased residential or workplace amenity. It is important that SuDS also address water quality issues by providing appropriate treatment of surface water run-off prior to discharge. We will encourage developers to choose SuDS elements that maximise these benefits, such as green roofs and grass paving, within the standards set by the SuDS Manual.

SuDS Design

The SuDS Manual, produced by the Construction Industry Research and Information Association (CIRIA) is a useful resource providing guidance on the planning, design, construction and maintenance of SuDS. General information about best-practice SuDS design is also available from Susdrain, which is an online information sharing resource created by CIRIA (www.susdrain.org).

In general terms, the rate and volume of surface water runoff from the post-development situation should not exceed the surface water run-off from the existing site. Site-specific design criteria for surface water management will need to be agreed with Aberdeen City Council.

Technical criterion are set out in the most up-to-date Scottish Water 'Sewers for Scotland' Manual (second edition published 2011). Applicants are advised to seek guidance from Aberdeen City Council flood engineers as early as possible to discuss technical requirements for drainage.

Long- term maintenance of SuDS

Maintenance of SuDS within the boundaries or curtilage of a private property, such as a residential driveway or supermarket car park, is the responsibility of the landowner or occupier. SEPA's preference is for SuDS constructed outwith the boundaries of a private property to be adopted by Scottish Water or the Local Authority, who would be expected to guarantee the long-term maintenance and sustainability of any SuDS implemented.

'Sewers for Scotland' 2nd Edition contains Scottish Water's construction standards for two types of SuDS, detention ponds and detention basins. If a SuDS development is constructed to these standards, Scottish Water has a duty to adopt the SuDS and thereby become responsible for it. Drainage Impact Assessment must demonstrate that the long-term maintenance and management of SUDS has been arranged to the satisfaction of all parties.

8.3.7 Waste and Foul Water Drainage

DIA should also include a section describing the arrangements for wastewater (water from toilets, showers, sinks etc.) National policy indicates that waste/foul water and surface water drainage should be kept separate.

Connection to the public sewer: The Local Development Plan states that connection to a public sewer will be a pre-requisite of all development where this is not already provided. Developers are responsible for laying any off-site extension to connect their development to the public sewer. Scottish Water can provide advice on the procedure for obtaining connection to a public sewer and the required standards for adoptable infrastructure. Further information on the contributions that may be required towards the provision or upgrading of sewerage infrastructure can be found in the Developer Contributions SG.

Private Sewers: Private sewer treatment systems for individual properties will not be permitted in areas already served by a public sewer. Where public sewers are not available, developers are advised to first discuss with Scottish Water the possibility of providing a new public sewer to carry wastewater to an existing Waste Water Treatment Plant (WWTP).

If it is not physically possible for a development to be connected to a public sewer, in exceptional circumstances private sewer treatment systems for individual properties will be permitted provided that the developer demonstrates that:
a) there will be no adverse effects on the environment, amenity and public health individually or cumulatively; and
b) the development will not obstruct future development of the public sewer; and
c) the private system will be removed when the public sewer becomes capable of being connected to; and
d) the development must facilitate later connection to the public sewer.

8.3.8 Regional SUDS

Areas Safeguarded for Regional SUDS
Regional SuDS provide upstream water retention during heavy rainfall events which can help to protect more built-up areas downstream from flooding. They also provide improvements to water quality and habitats. The principle of Regional SuDS is supported by Scottish Planning Policy (2014), which states that Local Development Plans should protect land with the potential to contribute to managing flood risk.

These schemes will be built by Aberdeen City Council on land owned by the Council, or on space made available either through planning or commercial agreements made between Council and landowners. A number of sites have been identified by Aberdeen City Council as having potential to construct Regional SuDS.

Development that would affect the future functionality or viability of a Regional SuDS Scheme at these locations will not be permitted.

Developer Contributions towards Regional SUDS
Where appropriate, there may be opportunities for developers to make contributions towards the construction of Regional SuDS schemes, to help address the drainage implications of the development. For more information, please see supplementary guidance on Planning Obligations.

Supplementary Guidance Open Space and Green Infrastructure

8.4.1 Introduction

This Supplementary Guidance provides additional information on the Natural Environment policies in the LDP (NE1-NE9), specifically NE1 Green Space Network, NE3 Urban Greenspace, NE4 Open Space Provision in New Development, and NE9 Access and Informal Recreation.

Access to good quality green infrastructure, including areas of open space and green networks, will contribute to a greener, healthier, smarter, safer, stronger, wealthier and fairer city. This guidance aims to inspire those involved in developing green infrastructure to create useful, sustainable and well used places, which will benefit the wider community, the environment and support a healthy economy.

The City Council completed its first full Open Space Audit in 2010, in accordance with Scottish Planning Policy and Planning Advice Note 65 - Planning and Open Space. The results of this have been used to prepare an Open Space Strategy, which provides a strategic framework for protecting, creating, connecting, and improving open spaces. In parallel with the development of the Open Space Strategy and using the Open Space Audit and other information, a Green Space Network has been identified for Aberdeen and is protected through planning policy.

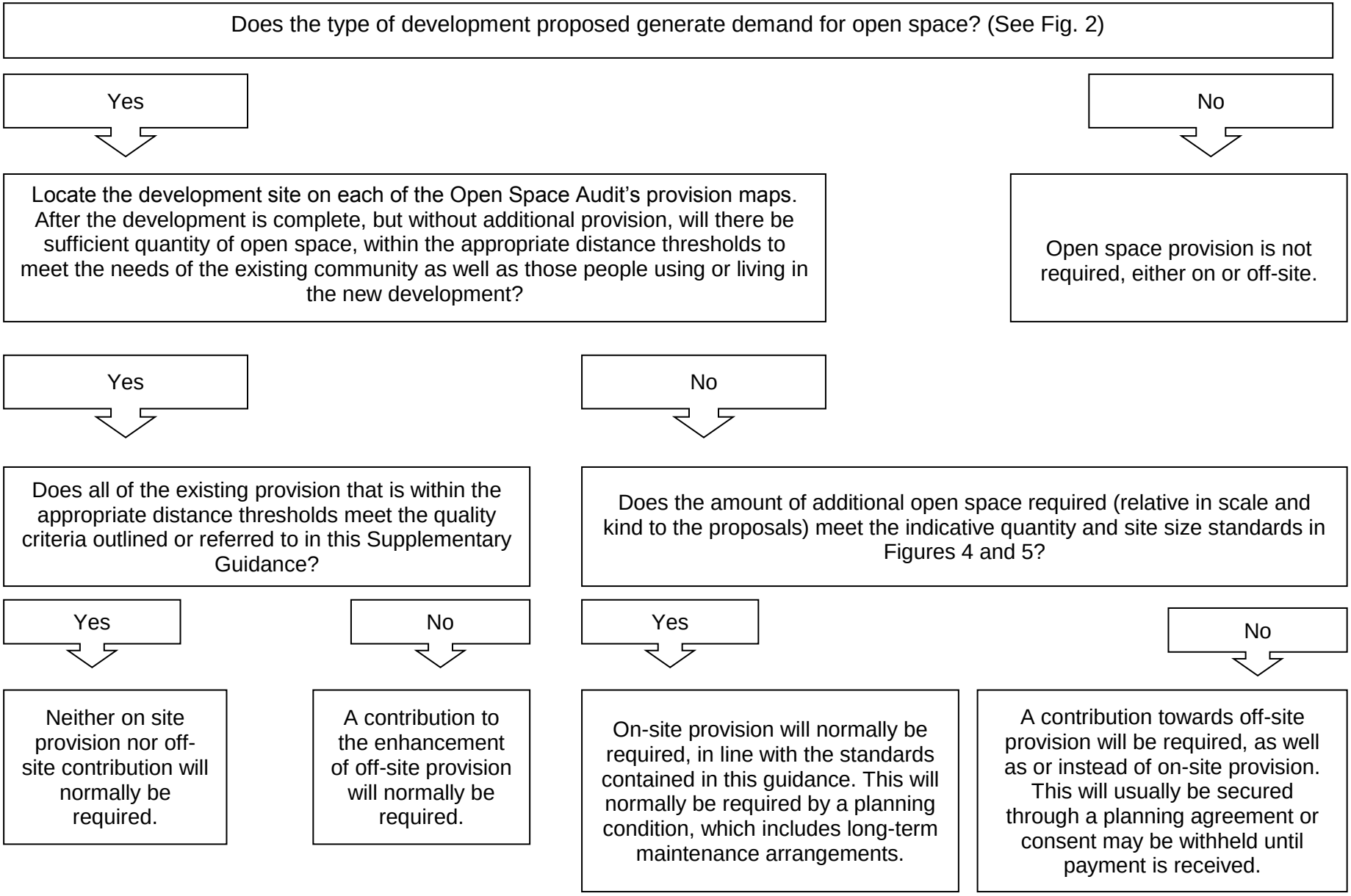
8.4.2 Open Space Provision in New Development

These paragraphs relate to Policy NE4 Open Space Provision in New Development. Aberdeen's Open Space Audit 2010 has identified a need for higher quality and more accessible open space, rather than simply extra quantitative provision. It is for this reason that quality and accessibility, as well as quantity, is included in Aberdeen's minimum open space standards for new developments.

Therefore, the approach to identifying the exact level and mix of open space requirements should be flexible and responsive to the level of existing provision, and its quality and accessibility. It is vital that development proposals refer to the findings of the Open Space Audit to help determine how much, what type and what size of new open spaces need to be provided: http://www.aberdeencity.gov.uk/openspace/.

Use the flow chart below (Figure 1) to help identify the necessary provision for your development.

Figure 1: Calculating required open space provision



8.4.3 Standards for Open Space in Residential Development

The Council requires the provision of at least 2.8 hectares per 1000 people of meaningful and useful public open space to be provided in new residential development Figure 2 shows cases where this standard applies. The level of necessary provision will be applied pro rata. See Appendix 1 for average household sizes.

Figure 2: Developments where open space standards apply

Type of development	Natural Greenspace and Green Corridors	Allotments	Play Space	Outdoor Sports Areas
Open market housing	✓	✓	✓	✓
Affordable housing	✓	✓	✓	✓
Sheltered housing	✓	✓	x	x
Hostels and special needs housing	✓	✓	✓	✓
One for one replacement dwellings	x	x	x	x
Extensions to dwellings	x	x	x	x

The size of individual open spaces should be designed with the open space hierarchy in mind (Figure 3), and the standard also incorporates requirements for different types of open space (Figure 4). An open space will also sit under one or more 'zonings' within the LDP, and may therefore be subject to more than one planning policy.
Figures 3 and 4 show the indicative size, quality and accessibility standards for open spaces for new residential development. A degree of flexibility in identifying the exact requirements will be needed, according to the size, location and nature of the development.

Where the open space audit demonstrates that the minimum quantity of accessibility standards are met by existing provision, then raising the quality of that provision may be required instead of, or as well as, new provision.

Note on Quality Standards

The Open Space Audit and Strategy contains a method for scoring the quality of open spaces out of 25, based on a number of criteria. For more information please see the Open Space Audit and Strategy:

- http://www.aberdeencity.gov.uk/planning_environment/planning/local_development_plan/pla_open_space_audit.asp

Detailed advice on quality standards for different types of open space is contained in the Council's Technical Advice Note on Planning and Designing Open Spaces.

Figure 3: Open Space Hierarchy

Open Space Hierarchy	Description	Indicative Site Size	Accessibility Standard	Quality Standard
Major Open Spaces	Large areas of open space attracting visitors from Aberdeen City and Shire, often offering a wide range of uses, including informal recreational, sport, large scale equipped play zone, walking routes, seating, lighting, toilets, car parks etc. There may be a diversity of habitat/landscapes. Receives regular maintenance. Will usually form Green Space Network Cores.	>5 ha	All residents within 1500 metres (around 20 min walk(of a Major Open Space	Green Flag 'Good' Standard; and Open Space Audit Quality Score of 20 or greater. Standards for large scale Play Zone in Fig. 5
Neighbour-hood Open Spaces	Open spaces that provide a range of recreational uses, attracting users from more than one neighbourhood. These spaces could include equipped Play Zones, natural areas, green corridors, seating, paths/access, community event space, some formal landscape features, car park, dog waste/litter bins etc. Receives regular maintenance. May include Green Space Network cores, stepping stones or links.	2-5 ha	All residents within 600metres (around 10 mins walk) of a Neighbourhood Open Space	Green Flag 'good' standard; and Open Space Audit Quality Score of 20 or greater.
Local Open Space	Smaller spaces that provide a more limited range of local recreation uses, and are spread throughout a local area. As most users will reach them on foot, they are well connected by paths to community facilities and areas. Receives regular maintenance.	0.4- 2ha	All residents within 400 metres (around 5 minutes walk) of a Local Open Space.	Green Flag 'good' standard; and Open Space Audit Quality Score of 20 or greater.

Figure 4: Open Space Types

Open Space Type	Description	Indicative Quantity	Accessibility	Quality
Play Zone/ Other Play Areas Large Scale Play Zone	Unsupervised areas dedicated to use by, and equipped for children and young people. Other Play Areas may include ball courts, outdoor basketball hoop areas, skateboard areas, teenage shelters. Larger play zones likely to attract children from a larger area. These sites should include a larger range of play functions.	0.3ha per 1000 population. Minimum size 1500m² Minimum size 2500m²	All residents should be within 400m of a Play Zone Suitable for ages 3-13 Suitable for ages 3-18	See Technical Advice Note on Planning and Designing Open Space and; Open Space Audit Quality Criteria.
Outdoor Sports Areas	Natural or artificial surfaces used for sport and recreation. E.g. playing fields, pitches, tennis courts, bowling greens, athletics tracks, water sports facilities.	1.6ha per 1000 population	All residents within 1200 metres of Outdoor Sports Facilities	NPFA/Fields in Trust standards; and Open Space Audit Quality Criteria.
Natural Greenspace and Green Corridor	Includes woodland, heathland, scrub, grassland, wetland, coastal areas, riverbanks, and streambanks, disused railway lines, green access routes and open water. Also includes designated areas such as Local Nature Conservation Sites (LNCS), Local Nature Reserves (LNR), Sites of Special Scientific Interests (SSSI) and Special Areas of Conservation (SAC). The primary purposes include nature conservation, walking, cycling, horse riding, watersports, leisure, non-motorised	1ha minimum Natural Greenspace per 1000 population	All residents within 400m of a natural greenspace >2ha and 2000 metres of a natural greenspace >5ha	See Technical Advice Note on Planning and Designing Open Space and; Open Space Audit Quality Criteria

Allotments or Community Gardens	Areas or plots which are mainly cultivated by the occupier or community group for the purpose of producing fruit or vegetables for personal consumption.	0.3ha per 1000 properties with less than 60m² private green spaces	Allotments should be no more than 800m from people's homes, and that the (minimum) size/number of plots at a site will be determined according to the advice set out in the Technical Advice Note on Planning and Designing Open Space.	See Technical Advice Note on Planning and Designing Open Space and; Open Space Audit Quality Criteria

8.4.4 Open Space Requirements in Brownfield Development

Redevelopment in the existing urban area is usually more sustainable than greenfield development, often contributing to regeneration, removing local eyesores and bringing existing buildings back into use. However it can involve additional costs, such as site preparation, contaminated land remediation and demolition. Therefore if developers can satisfy the Council that there are exceptional development costs associated with a site it may not always be appropriate to apply the minimum standards for open space to such developments. The Council may instead seek a contribution towards off-site open space enhancements. The necessary contribution will reflect the scale and type of development.

8.4.5 Open Space Requirements in Non-Residential Development

The Local Development Plan does not stipulate minimum standards for open space in non-residential developments. Appropriate provision for non-residential development is to be considered on a site by site basis. Open space, over and above site landscaping, can make an important positive contribution to non-residential development, creating places for staff to get fresh air and unwind, or to go for a walk or run at lunch time. Connecting non-residential developments, such as employment uses, to existing path networks and nearby open spaces can also support healthy lifestyles and sustainable travel opportunities.

Aberdeen City Council may seek contributions from non-residential developments towards enhancing the accessibility or quality of off-site existing open space or paths in the vicinity of the development, in order to meet the extra for open space demand created by the development.

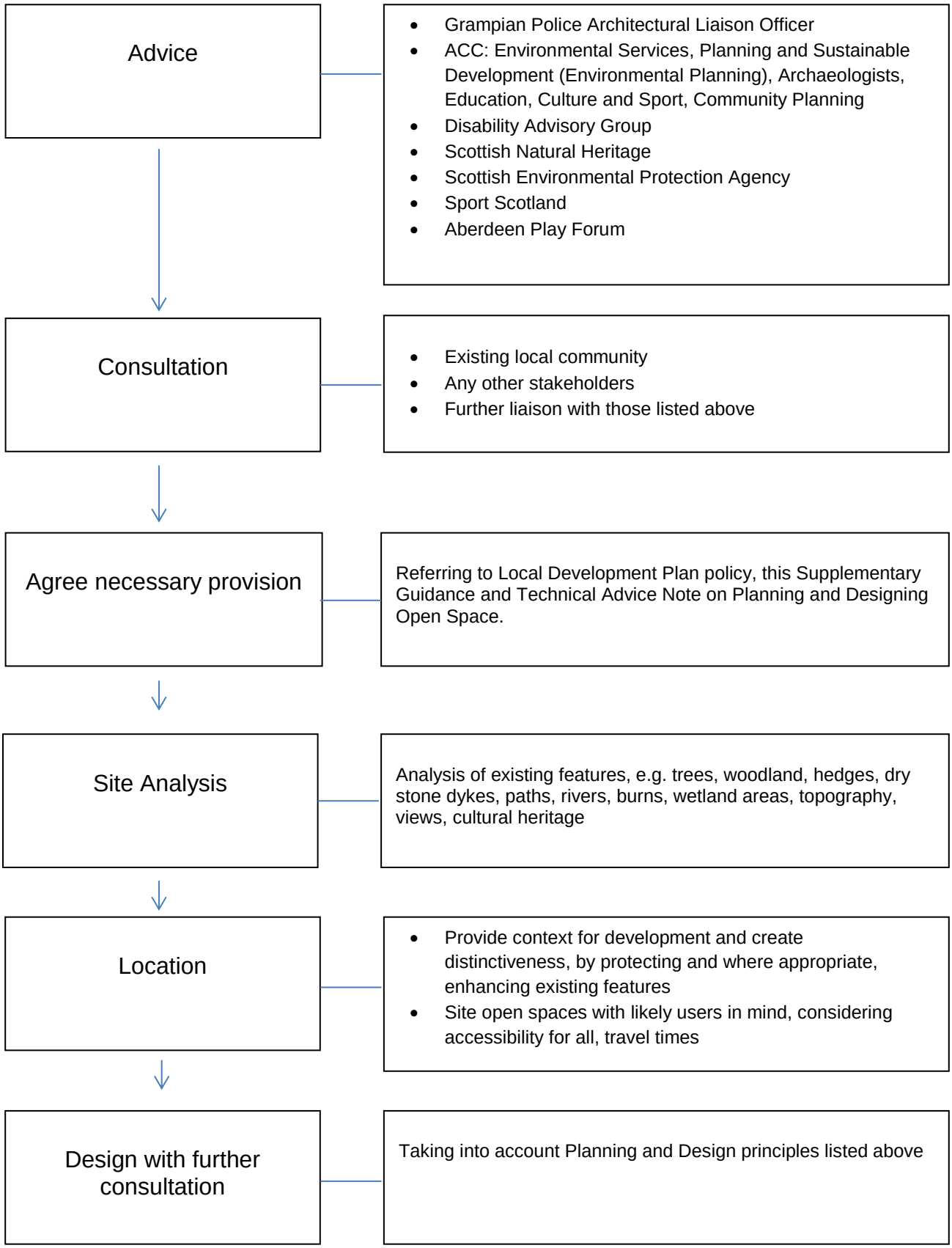
8.4.6 Applying the Policies

Pre-application Discussions

Throughout the process of pre-application discussions, developers are encouraged to seek advice from the Council on the quantity, quality and accessibility of existing open space local to their proposed development. Advice from other parties could also be sought at this stage in order to identify key considerations at the earliest opportunity (see Figure 5).

Advice may be given on opportunities to link the development with existing or planned open space, including paths, green space network, play or sports facilities, helping to set the context for development and add to a sense of place. Planning Circular 7/2007 states that Sport Scotland must be consulted on any development which is likely to lead to the loss of certain outdoor sports facilities, or in any way prejudice their use.

Figure 5: Flowchart guiding process for planning and designing open space



Masterplans and Planning Briefs
Open space and the Green Space Network needs to be considered within Strategic Frameworks, Development Frameworks, Masterplans and Planning Briefs, playing a fundamental role in offering context, identity and connections. Council Officers will work with developers during the masterplanning process to ensure that key linkages of Green Space Network are maintained, and that sufficient provision is made for open space. Masterplans and Planning Briefs should make use of the open space typologies set out in Scottish Government Planning Advice Note 65 wherever possible.

On and Off-site Provision
Planning conditions will normally be used to secure on-site provision. Off-site provision may be necessary to mitigate the development's direct or cumulative impacts on existing infrastructure or facilities. A planning agreement will be normally used in these circumstances, outlining the financial contribution necessary to deliver the off-site provision, which may include the creation of new open space or enhancing the accessibility or quality of existing spaces. Any planning agreement will be related in scale and kind to the development, as per Planning Circular 3/2012. Planning Obligations will not be used to resolve existing deficiencies or to secure contributions to the achievement of wider planning objectives not necessary to allow permission to be granted for sustainable development.

8.4.7 Maintenance and Management of New Open Spaces

Scottish Planning Policy emphasises that appropriate maintenance and management arrangements are essential to the quality of the open space environment. Open space maintenance relates to a set of defined tasks that aim to preserve the condition of spaces. Management of open spaces requires a long-term perspective, with flexibility to respond and adapt to issues or changes such as community needs and priorities, biodiversity, climate change, improvements to access, quality, safety and competing uses. It is therefore important that maintenance and management are given full consideration alongside the planning and design of spaces.

The planning system has limited control over open space maintenance. It can however, make provision for maintenance through planning conditions or agreements. The preferred approach to management and maintenance is for the Council to adopt public open space, as long as:

- the provision meets the appropriate quality standards at the time of adoption; and
- the developer provides a commuted sum on or before the date of adoption, sufficient to fund the management and maintenance for a period of 18 years. The developer will pay all of the legal costs relating to the transfer of the land or facilities to the Council.

Other arrangements for the management of open spaces are available, although they tend to have more disadvantages. These include:

- Residents' Association with factoring arrangements, where residents of a new development are responsible for management of the open spaces within the development and appoint a factor to carry out the maintenance;
- Third Party Arrangements which involve the Council or developers making arrangements with a suitable third party for long term maintenance. Examples of such third parties can include commercial grounds

maintenance companies, local amenity organisations and environmental trusts.

8.4.8 Green Space Network

Rationale
Connecting our urban and rural green spaces to each other and to the communities around them, offers a wide range of social, health, economic and environmental benefits. Green networks can provide an enhanced setting for development and other land uses and opportunities for outdoor recreation, nature conservation, landscape enhancement and providing a sense of place and local distinctiveness.

Aberdeen's Green Space Network (GSN) is identified in the Local Development Plan (Policy NE1) to protect, promote and enhance designated natural heritage sites, connectivity between habitats, open spaces and opportunities for physical activity and access to the outdoors. It also takes into account opportunities for climate change adaptation and flood risk management, the distribution of existing open spaces and their relationship with communities, development opportunities, health and deprivation information and transport issues.

Areas of GSN can serve the following functions:

- **Cores** - large or key areas of existing green space.
- **Links** - existing or desirable corridors of green space linking other green spaces together (following paths, waterbodies or other elements from the datasets listed above where possible).
- **Stepping Stones** - isolated green spaces which may be difficult or inappropriate to link to the rest of the network using a continuous green corridor, but which may still offer opportunities to deliver the benefits of Green Space Network (see Figure 1).

Delivery of Green Space Network Enhancements
Key stakeholders, including SEPA, SNH, Forestry Commission Scotland, and various Aberdeen City Council services have contributed towards the development of a GIS resource, highlighting the rationale for the selection of each area of Green Space Network, as well as opportunities for its enhancement. This rationale and opportunities for enhancement should be taken into account in the planning of greenspace projects or other developments. This resource is now publicly available on the Council's website.

The delivery mechanisms for taking forward enhancements to Green Space Network include the following:

- **Through new development**: Green networks are recognised as valued and desirable forms of open space. Council officers will work with developers to make sure that key linkages within Green Space Network are maintained. Developers may also be required to undertake necessary enhancements to areas of green space network as part of planning permission.
- **Community-led projects**: Supported by Aberdeen's Open Space Strategy, various potential funding sources are available, see www.aberdeencity.gov.uk/openspace.
- **Aberdeen Greenspace**: works with individuals, communities, businesses and organisations in and around Aberdeen to develop access, increase biodiversity, carry out landscape improvements, and to provide information and interpretation. www.aberdeengreenspace.org.uk.

- **Projects led by Aberdeen City Council**, in consultation with communities, normally involving external grant funding.
- **Forestry Design Plans**: the coherence of the Green Space Network is also a key consideration for those involved in the management and maintenance of commercial forests.

8.4.9 Outdoor Access Rights

Access Rights
The Land Reform Act (Scotland) 2003 established a statutory right of responsible access to most land and inland water in Scotland, irrespective of the existence of established paths or evidence of access use on them.

Because most new development occurs on land to which access rights apply, the local authority has a duty to consider statutory access rights, along with public rights of way and other established public access, as material considerations in the determination of planning applications. This includes Path Agreements over land where access rights do not apply.

To assist planning officers in taking account of access rights when assessing development proposals, the following information may require to be submitted along with the planning application, subject to a request from the planning officer.

A detailed plan of public access across the site will be provided for the approval of the council as planning authority. This will show:

a) All existing paths, tracks and rights of way, and any areas currently outwith or excluded from statutory access rights (under Part One of the Land Reform (Scotland) Act 2003;

b) Any areas proposed for exclusion from statutory access rights, for reasons of privacy, disturbance or curtilage, in relation to proposed buildings or structures;

c) All paths and tracks proposed for construction, for use by walkers, riders, cyclists, all-abilities users, etc.

d) Any diversions of paths - temporary or permanent - proposed for the purposes of the development.

Conditions relating to access rights may also be attached to planning permission where appropriate

Water access points (such as those noted in the Core Paths Plan) for canoeing, rafting, rowing and sailing will also be taken into account. Although the use of vehicles and trailers used to transport them close to the water are not covered under access rights, places where they are parked for launching and landing vessels and suitable routes to the water should be considered and protected with the consultation of the local authority and relevant recreational groups. Consultation is particularly important where there may be safety, operational or environmental impacts of users attempting to continue water access during development works or following its completion.

Best practice for planning and managing recreation and access on and around construction sites was developed for “Good practice during windfarm construction”. However, these principles are relevant to all types of developments

with a potential for impacts (www.snh.gov.uk/publications-data-and-research/publications/search-the-catalogue/publication-detail/?id=1618).

SNH also has published "A Brief Guide to Preparing and Outdoor Access Plan" to help developers to identify impacts on outdoor access provision and how to manage and mitigate them (www.snh.gov.uk/docs/B639282.pdf).

Procedures for Stopping up and Diverting Paths
Local authorities are assisted in their duty to uphold public access rights through procedures for stopping up and diverting paths, tracks and rights of way (both permanently and temporarily) and it is important that these are followed.

If planning permission has been granted and your proposed development will require a path, track or right of way to be stopped up or diverted to allow the development to take place, you should apply to the relevant local authority asking it to use its powers under part 4 of the Town and Country Planning (Scotland) Act 1997 to do so.

A planning authority may by order stop up or divert any path, track or right of way under these sections of the 1967 Act, if satisfied that it is necessary to enable a development to be carried out by a government department or where a planning permission has been granted. The order may provide for –

- The creation of an alternative path, or path improvement
- Authorizing or requiring works to be carried out
- The preservation of any statutory undertakers rights
- Requirements over payments or contributions

The order must be confirmed by the Scottish Ministers if it is opposed, or can be confirmed by the planning authority if no objections are received. These orders apply not just to public rights of way, but also to other paths and tracks.
It should not be presumed that the granting of planning permission will automatically be followed by the making of the order. However, to avoid conflict at this late stage applicants and local authorities should work together to consider the legal requirements of orders at an early stage of the planning process, to minimise the overall impact of the proposal on those routes, and reduce the risk of delay at a later stage.

There may also be important issues regarding public safety on access land and paths when development and construction work is taking place. A Construction Management Plan be required detailing how public safety around the site will be maintained during construction.

- Guidance on CORE PATHS can be found in Chapter 1 of Supplementary Guidance, Transport, Air Quality and Noise

Dwelling Size (bedrooms)	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

Appendix 1: Calculating Required Provision

Aberdeen's open space standards are based on the likely number of residents within a new development. This can 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 8.

Figure 6: Average Household Occupancy in Aberdeen

Glossary

Arboriculture	The cultivation and management of individual trees, shrubs, vines and other perennial woody plants
Biodiversity	The variety of plant and animal life in the world or in a particular habitat, a high level of which is usually considered to be important and desirable
Ecological Viability	The ability of a habitat to maintain a healthy population of a given species
Ecosystem	A biological community of interacting organisms and their physical environment
Environmental Impact Assessment	The name given to the process used to predict the environmental consequences (positive or negative) or a project
Fluvial	Relating to a river or stream
Geodiversity	The variety of natural materials, forms and processes that constitute and shape the earth, including rocks, minerals, sediments and fossils
Geomorphology	The study of the physical features of the surface of the earth and their relationship to its geological structures
Green Infrastructure/Green Networks	The network of open space, woodlands, wildlife habitat, parks and other natural areas which sustain clean air, water and natural resources and enrich citizens' quality of life
Riparian Buffer Strip	A vegetated area near a stream, usually forested or heavily vegetated, which helps to shade and protect the watercourse from the impact of adjacent land uses
Sustainable Drainage Systems (SuDS)	A sequence of water management practices and facilities designed to drain surface water in a manner that will provide a more sustainable approach that mimics natural systems
Surface Water/Pluvial	Surface water is rainwater which runs off roofs and paved areas, as well as soft ground when it is saturated
Natural Heritage	The sum total of the elements of biodiversity, including flora, fauna and ecosystem types, together with geological forms and processes (geodiversity)

Key Contacts

Aberdeen City Council **Environmental Policy Team**	http://www.aberdeencity.gov.uk/planning_environment/planning/environment/wac_naturalheritageareas.asp amgauld@aberdeencity.gov.uk	Environmental Policy Planning and Sustainable Development Bus. Hub 4, Ground Floor North Marischal College Aberdeen AB10 1AB
Aberdeen Greenspace Trust	www.aberdeengreenspace.org.uk info.ag@btconnect.com 01224 711129	Doig Scott Building Craibstone Estate Bucksburn Aberdeen AB21 8YA
Forestry Commission **Moray and Aberdeenshire**	http://scotland.forestry.gov.uk/ Morayaberdeenshire@forestry.gsi.gov.uk 01466 794161	Portsoy Road, Huntly, Aberdeenshire AB54 4SJ
NeSBREC **(North East Scotland** **Biological Records Centre)**	www.nesbrec.org.uk nesbrec@aberdeenshire.gov.uk 01224 664764	Specialist Services Team Aberdeenshire Council Woodhill House, Westburn Road, Aberdeen AB16 5AB
Scottish Government	http://www.scotland.gov.uk/Topics/Built-Environment/planning ceu@scotland.gsi.gov.uk	General enquiries St Andrew's House Regent Road Edinburgh H1 3DG
Scottish Natural Heritage **Tayside and Grampian**	www.snh.gov.uk tayside_grampian@snh.gov.uk 01224 266500	Inverdee House Baxter Street Aberdeen AB11 9QA
SEPA **North Region**	www.sepa.org.uk 01224 266600	Inverdee House Baxter Street Aberdeen AB11 9QA

Topic Area 9 – Resources

Energy and Resources

Contents

9.1.1 Introduction

This Supplementary Guidance draws together a range of factors that can help to minimise resource use and waste. This Guidance requires the completion of a checklist to ensure compliance with a range of factors that will increase the sustainability of new development. The requirements and further guidance for each topic is set out in this section and the checklist is contained in Appendix 1.

This document is broken into four parts dealing with different issues:-

Section 2 - Density
Section 3 - Energy Use in New Buildings
Section 4 - Waste
Section 5 - Water Use Efficiency

Status of Supplementary Guidance
This Supplementary Guidance (SG) forms part of the Aberdeen Local Development Plan (ALDP) and is a material consideration in the determination of planning applications.

9.1.2 Density

Policy H3: Density, requires that all housing developments larger than 1 hectare achieve a net density of 30 dwellings per hectare. The planning for this should take into consideration the sites characteristics and the surrounding area. Higher densities may be appropriate in central locations where lower densities may be more appropriate in other areas of a development providing the overall site meets the minimum requirement. Achieving higher density development can help to reduce travel distances and will improve the ability to support local services and facilities.

9.1.3 Energy Use in New Buildings

Background
Climate change, energy insecurity and rising fuel poverty are key challenges for Scotland now and for the foreseeable future. The Climate Change (Scotland) Act 2009 received Royal Assent on August 4, 2009. The Act sets in statute the Government Economic Strategy target to reduce Scotland's emissions of greenhouse gases by 80 per cent by 2050. This covers the basket of six greenhouse gases recognised by the United Nations Framework Convention on Climate Change and includes Scotland's share of emissions from international aviation and international shipping.

More than 40% of Scotland's carbon dioxide emissions, a major cause of climate change, come from the energy we use to heat, light and run our buildings. In Aberdeen City housing makes up 31% of the City's carbon footprint, which is 3.98 tonnes CO_2 per capita. The Aberdeen City and Shire Structure Plan provides significant housing and employment allowance: 36,000 homes and 175 hectares of employment land to 2030. The housing allocations, once built, would result in an increase in the housing stock by 33%.

Requiring new buildings to meet more stringent energy standards will lessen their environmental impact, make them more affordable to heat, lessen our dependence on imported energy and support a domestic market for low and zero carbon generating technologies.

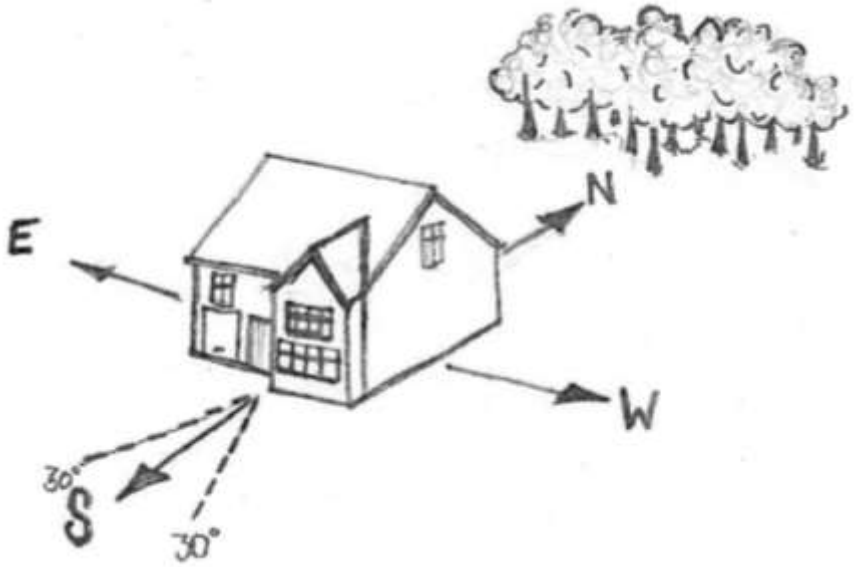
Layout, Orientation, Shelter and Aspect

Good, careful design at the outset will minimise the total energy demand for the lifetime of a development. Design considerations for a development as a whole and for the individual buildings will help to increase the efficiency of energy use. For example simply changing the orientation of a building to maximise solar gain can make significant improvements to energy performance. Shelter from prevailing winds is also an important consideration in the siting of development.

Development design and layout should maximise the potential for passive solar gain. To maximise potential buildings should have public rooms facing south, or within 30^0 of south. Where possible development should also maximise the use of south facing slopes.

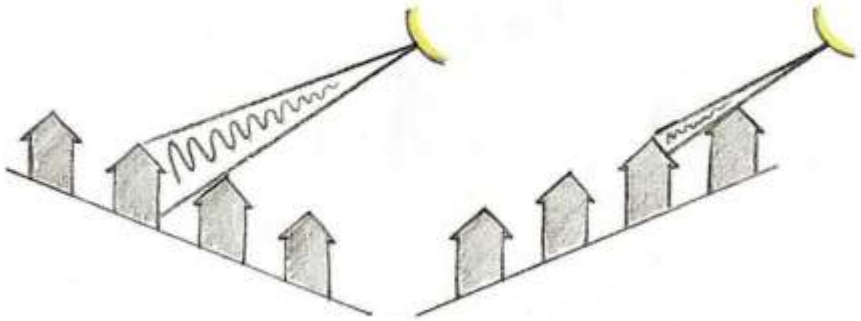
Shelter

Design layouts that shelter from cold winds should be applied, particularly useful will be tree planting across the north of a site to protect against cold northerly winds. The use of trees combined with planting and fencing provides some degree of wind shelter. Trees should be of a similar height to the building and set 1 to 3 heights away or 3 to 4 if solar access is required,



Aspect

Where the land form allows new developments should take maximum advantage of south facing slopes. The location of buildings on south facing slopes increases the number of buildings that can utilise solar energy and there is the opportunity to increase density in these areas without causing overshadowing issues.



District Heating

District heating is a means for delivering heat to multiple buildings from a central energy centre. The energy centre would contain a heating plant, top up and back up boilers a heat store and circulation pumps. New development does not necessarily have to provide a new energy centre and may be able to connect to an existing district heating scheme or make use of locally available waste heat. A heat map has been prepared for Aberdeen City to identify the potential links in the network that could be considered and further guidance will be contained in Supplementary Guidance: Energy Mapping. The use of district heating can offer a lower heat price than using individual boilers or electrical heating and by combining heat and power generation fuel can be used more efficiently. Overall a reduction in carbon emissions can be achieved through the use of district heating.

Larger developments that have a mix of both housing and business or include large energy users such as schools and swimming pools will provide a continued heat demand throughout the whole day. For this type of development the use of decentralised and local renewable or low carbon sources of heat and power becomes more viable, and for combined heat and power plants this continued heat demand will ensure continued electricity generation. There are a number of larger mixed use allocations in the Local Development Plan and this provides an opportunity to make use of these technologies to achieve greater CO_2 savings.

During the process of preparing masterplans for larger mixed use developments developers will be required to carry out a feasibility study of the potential for renewable and low-carbon energy solutions across the site, for example, the potential to make use of decentralised combined heat and power using a renewable fuel source such as woodchip. This may result in an opportunity to make greater CO_2 savings than required by Policy R7. In terms of residential developments this should cover developments of 500 units or more that include other uses than solely housing.

For sites where a decentralised energy scheme is commercially viable, and it is the preferred option, it will be important to consider the build programme and at which stage in the development the energy scheme will become viable. It will not always be feasible to implement the full decentralised energy scheme, using renewable fuel, designed to serve the whole development for the first phase of development because the projected heat load will not exist to support the plant. In the case that development will, once complete, make use of a decentralised heating or combined heat and power plant and it has been calculated that on completion of the development there will be additional CO_2 savings above those required by policy R7, flexibility in the application of policy should be applied to the earlier phases that make use of temporary sources of heat. For example, installing a temporary small scale gas powered decentralised energy plant in advance of providing a larger scale biomass powered decentralised energy plant.

Policy Requirement Low and Zero Carbon Generating Technologies

Legislation

Section 72 of the Climate Change (Scotland) Act 2009 requires Local Planning Authorities to “include policies requiring all developments in the local development plan area to be designed so as to ensure that all new buildings avoid a specified and rising proportion of the projected greenhouse gas emissions from their use, calculated on the basis of the approved design and plans for the specific development, through the installation and operation of low and zero carbon generating technologies.” In addition the Strategic Development Plan targets require all new buildings to be carbon neutral by 2020

The Development Plan Context

Section 25 of the Town and Country Planning (Scotland) Act 1997 requires decisions on planning applications to be made in accordance with the development plan, unless material considerations indicate otherwise. Upon adoption of the Aberdeen Local Development Plan in 2016, the Development Plan for Aberdeen will comprise the Aberdeen City and Shire Strategic Development Plan (2014), the Aberdeen Local Development Plan and associated Supplementary Guidance.

The Strategic Development Plan targets require:

- All new buildings to be carbon neutral by 2020
- The city region's electricity needs to be met from renewable sources by 2020.

Local Development Plan policy

Policy R7 sets a requirement for all new buildings to incorporate low and zero carbon generating technologies to reduce the predicted carbon dioxide emissions by at least 20%. This policy is hereafter referred to in this Supplementary Guidance as 'the policy'.

Implementation

The following sets out the targets to be achieved and the dates by which they must be achieved, as well as the types of technologies that can be used to achieve them.

Table 1: Indicative % Reduction achieved through Low and Zero Carbon Generating Technologies below that required by the Scottish building regulations at the time of the application.

Year	% Reduction	Building Standards Sustainability Label
2016	20%	Gold Standard for Energy
2020	25%	Platinum Standard for Energy
2025	30%	Platinum Standard for Energy

The equipment may be attached to the building or within the site boundary as shown on the planning application. This allows for the low and zero carbon generating technologies to benefit more than one building and being sited to maximise energy gain.

The technologies eligible to meet the requirements of the policy are set out in Table 2 below.

Table 2: Eligible Zero and Low Carbon Generating Technologies

Biomass	Solar power	Air source heat pumps
Fuel cells	Photovoltaics	Combined heat and power
Micro-hydro	Ground source heat pumps	Heat exchange recovery systems
Micro-wind	Water source heat pumps	Geothermal
Solar Thermal	Passive flue gas heat recovery devices	District Heating

Applicants should consider how to meet the requirements of this guidance at an early stage of planning. It will be the responsibility of applicants to provide the necessary technical calculations in support of planning applications to demonstrate how the proposed development will satisfy the requirements of this guidance.

The policy target is specific to CO_2 emissions from the energy performance. The assessment approach in this guidance therefore relates directly to this. In order to demonstrate the appropriate reduction in CO_2 emissions as a result of low and zero carbon generating technologies the Standard Assessment Procedure energy rating (SAP) is required for dwellings and the Simplified Building Energy Model (SBEM) for all other developments. Table below sets out a summary of the stages in the calculation to demonstrate compliance with this policy.

Table 3: Summary of Calculations and Process

1.	The appropriate software program (SAP/SBEM) is used to calculate the current Building Regulations CO_2 Emissions Standard. This will provide a Target Emissions Rate (TER), which is the predicted CO_2 emissions for a building of the specified size.
2.	The appropriate software program (SAP/SBEM) is used to calculate the actual emissions rate for the proposed development, which includes the low and zero carbon generating equipment. This is the Dwelling or Building Emissions Rate (DER/BER), which is the predicted CO_2 emissions for the actual proposal.
3.	Calculate the percentage reduction from step 1 to step 2: (100 – (step 2 ÷ step 1 x 100)
4.	The appropriate software program (SAP/SBEM) is used to calculate the actual emissions rate for the development without the low and zero carbon generating technologies. This is a repeat of stage 2 and provides a re-calculation of the DER/BER without the low and zero carbon generating technologies.
5.	Calculate the percentage reduction due to the low zero carbon equipment: ((step 4 – step 2) ÷ step 1) x 100)
Note: The calculation methodology may require to be updated when revised building standards come into force.	

Instances When Policy Will Be Relaxed

SPP states that Energy Efficiency is a vital component in achieving Low Carbon Places. The council recognises that developments such as Passive Housing aim to reduce their energy consumption significantly rather than installing LZCGT. Development will therefore be deemed to have complied with the requirement to install LZCGT if it can be demonstrated that the development will achieve a CO_2 saving 15% greater than required by the current building standards (the minimum standard is likely to change over the life time of the plan as building standards are increased).

Justification

Section 44 of the Climate Change (Scotland) Act 2009 seeks to ensure that public bodies act in the way best calculated to contribute to the delivery of the carbon reduction targets and carry these out in the most sustainable way. In addition the Strategic Development Plan has set a target of all new buildings to be carbon neutral by 2016.

It is accepted that the most sustainable way in which the carbon emissions from new buildings can be saved is through improving the energy efficiency of the building. By reducing the energy demand of a building in the first instance as far as is practicable it becomes more feasible to then provide the lower energy requirements through low and zero carbon generating technologies. By allowing the relaxation of policy if a greater CO2 saving can be achieved the Council will make a greater contribution towards the delivery of the Scottish Government's carbon reduction targets and the Strategic Development Plan target.

Pre-application Discussions

The installation of LZCGT can raise additional issues which need to be tackled at an early stage in planning a development. As an example, ground source heat pumps (which are one of the eligible technologies listed in Table 2), can cause significant damage to trees. Where trees are present on, or adjacent to the site where associated pipes are to be buried, a tree survey should be submitted along with the application highlighting the likely impact of the excavation works on the tree(s) and any mitigation proposed. The impact the excavation works and installation are likely to have on local hydrology should also be investigated.

Micro-hydro schemes may require authorisation from SEPA under the Water Environment (Controlled Activities) (Scotland) Regulations 2005.

Before submitting your planning application, we encourage you to discuss your proposal with us. We can advise you of your project's compliance with planning policies and on detailed design matters.

9.1.4 Waste

Background

This SG details the requirements for waste and recycling storage and collection, and access to such facilities, in new developments.

Residential developments should comply with Building Standards (Standard 3.25 of the Technical Handbook, available at http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building standards/publications/pubtech/th2013domcomp).

Waste Management Requirements in New Developments (2014).

This update details the minimum requirements for waste and recycling collections in new developments. Aberdeen City Council fully adheres to the Zero Waste Scotland Regulations of 2012.

This document acts as a flow chart/tick box exercise allowing a quick and comprehensive response to developers.

Development overview guide

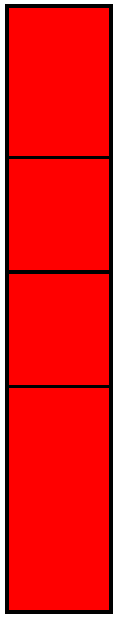
- For all developments, **consider box 1 and:**
- If development **contains houses with gardens – consider boxes: 2 and 3**
- If development contains **houses without gardens – consider boxes: 2 and 4**
- If development contains **flatted or terraced properties – consider boxes: 2 and 5**
- If development contains **commercial properties – consider boxes: 2 and 6**
- **Important requirements for all developments- consider box 2**
- Appendices
- Contact info

1 FOR ALL DEVELOPMENTS

UNDERGROUND BINS:
Underground, semi underground or above ground bin storage is required for a Communal development unless the developer can fully demonstrate to the Planning department if there are technical reasons why this option cannot be implemented (further guidance on the underground bin system will issued to accompany this SPG).

If space is at a premium, underground bins provide an aesthetic and valuable solution eliminating the need for on-street bulk bins which threaten limited parking spaces. **Developers should be advised of the options below:**

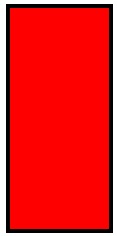
Each household should be provided with containment capacity of 120 litres for general refuse and 120 litres for recyclate per week.



Underground containers are available in 3000, 4000 or 5000 litre capacities; equivalent to 2.3, 3.1 and 3.9 x 1280 litre on street bins respectively.
Please advise developers this is our preferred option in developments where:

- Space can be provided for 1835mm x 1835mm per container with **2 containers needed** (general refuse and dry recycling) per:
  - 25 properties if 3000l containers are used
  - 33 properties if 4000l containers are used
  - 41 properties if 5000l containers are used

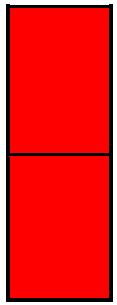
- **NOTE: properties** will still be provided a brown bin (houses) for garden/ food waste requiring a 1m x 1m paved area per property (See Box 3) or a food waste bin for flats (see Box 4)
  - If bin area is covered, a 2m height clearance should be provided.



OR

If an underground bin cannot be installed due to technical restrictions, communal 1280litre containers are permitted. Garden/food waste bins must be provided as above.

2 x 1280 containers must be provided (1 for general refuse and 1 for recycling) per **10 properties** (based upon 2 bedroom properties)



Space of 128cm width, 100cm diameter and 145cm height is provided for each bin

2 IMPORTANT INFORMATION

The following general points must be considered in all developments:

Reversing of collection vehicles is kept to a minimum - no more than **10m**

Roads must be of adequate width of **5.5m** to allow suitable space for the collection vehicles to access and manoeuvre (see appendix 1)

Any archway to a courtyard should be a minimum of **4.5m** in height

A householder should do not need to carry waste more than **30m** to any bin from any property

Collection crews do not need to move bins more than **7m** to the proposed vehicle collection point

Drop down kerbs are provided at adequate points for emptying bins. Bins do not require movement between parked vehicles

Yellow lines are provided at drop down kerbs to deter parking

No overspill parking is provided near to bin storage areas

Lock block surfaces are minimised as these are damaged by collection vehicles

Any tar surfaces are of a high standard to avoid damage by collection vehicles

Hammerhead or turning circles are provided at all no-through roads as per Appendix 2.

No trees appear to infringe upon the road

Bins are not pressed for space. Storage spaces must be designed to allow residents ease in opening bin lids. Bins should be sufficiently spaced apart to allow residents easy access to each bin.

All bin storage areas have level slabbed or concrete paving areas including level and paved pathways to the proposed collection points

3 HOUSES WITH GARDENS

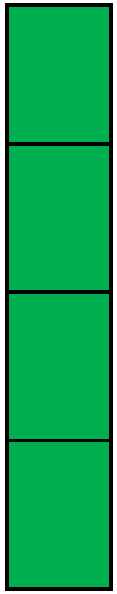
Where communal bulk bins in box 1 are unsuitable:

Each property requires provision for **2 x 240 litre bins** (1x co-mingled recycling and 1x garden and food waste) and **1 x 180litre** general waste.

A paved space of **3m x 1m** should be provided on each property to store bins with paved access from the bin storage area to the front pavement

If the bin storage area is covered, **2m** height clearance is required

Space should be provided in each garden for composting or anaerobic digestion of approximately **1m x1m**.



4 HOUSES WITHOUT GARDENS

Where communal underground bins/ bulk bins in box 1 are unsuitable:

1 x 240 litre (co-mingled recycling) and **1 x 180l** (general waste) bins must be provided per property.

Bin storage areas should be provided. These stores can be communal however a **2m x 1m** space is required per property to accommodate future recycling containment.

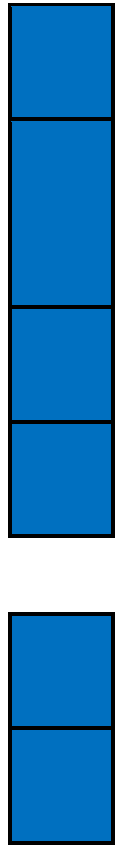
Householders can present bins for collection at the kerbside, avoiding steps

A shared food waste recycling bin will be provided; safely secured to foundations.

In all plans, please ensure:

Householders do not need to carry waste more than 30m to any bin from any property

Collection crews do not need to move bins more than 7m to the proposed vehicle collection point



10 FLATTED PROPERTIES

Where communal underground bins in box 1 are unsuitable:
Provision
Flatted properties must be provided with communal bins per box 1
Adequate provision should be made for:
Smaller buildings of 5 or less properties can receive a 660litre container, measuring 127cm width, 117cm height and 78cm depth. 1 for refuse and 1 for recycling.
2 x 1280 litre consisting of 1 general refuse bin and 1 recycling bin per 10 properties (based upon 2 bedroom apartments) allowing **for 120litres general refuse capacity per week for each property measuring 128cm width, 145cm height and 100cm depth**
A shared food waste recycling bin will be provided, safely secured to foundations at a ratio of **1 bin to 58 flats** is preferred in dense buildings however in smaller developments, additional bins will be provided.
Locating bin storage
Bin storage areas are located at the entrance to buildings and not the end of car-parks
Bin stores should be on a flat surface and not on a slope
It should not be located in a basement
Access to bin storage
Dropped kerbs and yellow lines are provided as access should not be obstructed by any vehicles
Householders must not walk more than **30m** to a bin from any property
Collection crews do not need to move bins more than **7m** from the bin store to the proposed vehicle collection point
Collection crews should not need to manoeuvre bins around parked cars.
Bin store requirements
Sheltered bin storage areas have a minimum of **2.5m** height clearance where 1280litre bins are stored (refer to appendix 3)
Stores should be concealed or covered
Gates on bin stores do not reduce the space within or the entrance to the store.
Storage areas should be sufficient for the proposed bin measurements as per box 1 and appendix 4
Enclosed stores should be well lit
Bin stores should be free of pipework
Paved level surfaces are provided within the bin store
An additional **10cm** should be provided per bin within the bin store allowing for enough space for individual bins to be manoeuvred without the need to remove all bins.

11 COMMERCIAL PROPERTIES	
Commercial properties must be served with three services;	
General refuse – maximum container size **1280litres**	
Recycling – maximum container size **1280 litres**	
A separate food waste recycling **30 litre** caddy system where food waste may exceed 5kg per week.	
Space should be provided for all services.	
Internal Requirements:	
Internal space should be provided for a food waste caddy of 45cm x 45cm.	
Suitable internal storage for empty bottles should be provided (licensed premises)	
External Requirements:	
An area of hard standing at storage and collection points	
dropped kerbs at proposed bin collection point	
Yellow lines at proposed bin collection point	
Bin storage areas are provided with a gulley and wash down facility in the interest of hygiene	

Please note that when providing feedback on commercial developments, we are limited in scope for comments we can make and unfortunately can only provide a very general response in regards to commercial developments. Please bear in mind too that Aberdeen City Council is not the only waste service contractor available in the city.

It is advisable that the developer contact the Council's Trade Waste Team to discuss the appropriate waste storage and uplift arrangements for the commercial developments:

08456 08 09 19
businesswaste@aberdeencity.gov.uk

Site Waste Management Plans

Developers can save money and help the environment by not over-ordering materials, using recycled material and minimising waste production during construction. Preparing a Site Waste Management Plan will help identify how much waste will be produced, how this can be minimised and what might be done with the waste. For proposals where we believe the potential savings are likely to be significant, we will ask developers to prepare a Site Waste Management Plan. SEPA's website contains useful links for creating these as well as guidance on the sustainable reuse of greenfield soils in construction.
http://www.sepa.org.uk/planning/sustainable_waste_management.aspx

Contact Details

- **Waste and Recycling on New Developments:**
  - Waste Strategy Officer: wastestrategy@aberdeencity.gov.uk

- **Commercial Waste**
  - Trade Waste Co-ordinator: businesswaste@aberdeencity.gov.uk

Both services can be contacted on: 08456 08 09 19

9.1.5 Water Use Efficiency

Background

Making more efficient use of water is important in improving the sustainability of Aberdeen and the North East, particularly with the forecasts for population and economic growth. Making more efficient use of water is important in adapting to climate change, and in protecting wildlife and natural resources. This is of particular relevance in Aberdeen where all water is currently abstracted from the River Dee, which is a Special Area of Conservation (a European Protected Site). Managing the use of water and increasing water efficiency is vital for new development and existing buildings.

Policy

In order to mitigate these concerns, the Aberdeen City and Shire Strategic Development Plan 2014 requires all new developments to use water-saving technology in order to avoid increasing the level of extraction from the River Dee.
The Policy for water use efficiency has been set in Policy R7 - Low and Zero Carbon Buildings, and Water Efficiency to ensure that all new buildings minimise the use of water and do not place unnecessary pressure on the River Dee. Water use can be reduced in buildings through a number of measures including the following:

- Rainwater harvesting
- Grey water re-use
- Aeration of water from taps to reduce consumption and flow rate
- Dual flushes and reduced flow rates for toilets
- Water saving appliances such as dishwashers and washing machines

The minimum level of water efficiency to be achieved for both domestic and non-domestic (Commercial) buildings is set out in Table 4 below. This table also sets out the timeframe of improvements from the initial level in 2016 to the required level in 2020. Further increases will be considered at the time of the Local Development Plan.

Table 4: Standard of Reduction in Water Usage Required.

Year	Domestic Buildings (Building Standards Sustainability Label)	Commercial Buildings (BREEAM Wat 01 Water Consumption)
2016	Silver Standard	BREEAM Level 4
2020	Gold Standard	BREEAM Level 5

To monitor this it will be expected that conditions will be placed on planning permission requiring developers to submit evidence of achieving either the BREEAM (for non-domestic) or the building standards Sustainability Label (for domestic), at the appropriate level for that period.

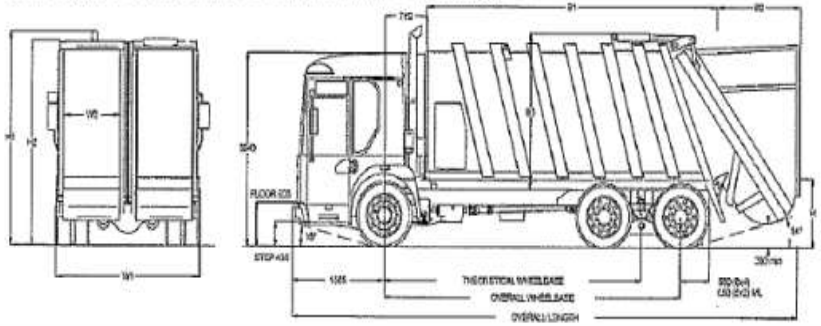
At planning application stage it will be necessary to submit the checklist in Appendix 2 (Sustainability Checklist) to show the development will comply with this requirement.

Appendix 1: Waste Collection Vehicle Specifications and Requirements

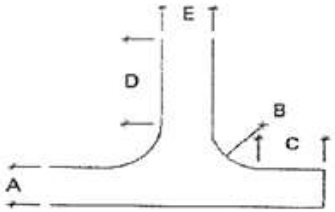
11.6 Collection vehicle dimensions: waste / recycling collection vehicle
(Three Axle 26.00 tonnes gross vehicle weight)

Dimensions and weight	
Width (W1)	2.65 metres
Overall length	11 metres
Height, incl. high level exhaust (H1)	3.6 metres
Swept Circle (diameter)	23 metres

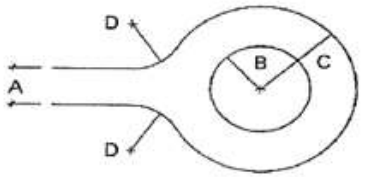
Note: Any part of a building through which a waste collection vehicle passes must have a minimum clear height of 4.5 m, to allow for overhead fixtures and fittings.



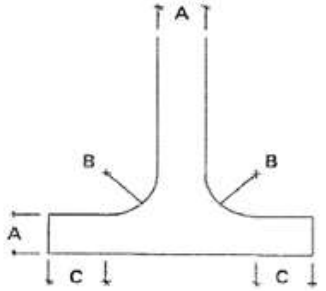
11.8 Minimum dimensions for turning areas (waste collection vehicle)



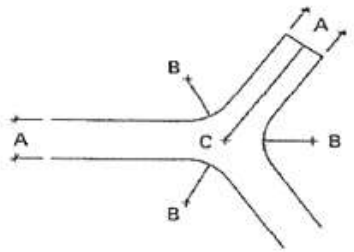
A 5.0m
B 6.0m
C 7.0m
D 5.0m
E 5.5m



A 5.0m
B 5.75m
C 11.5m
D 6.0m



A 5.5m
B 6.0m
C 6.7m



A 5.5m
B 10.5m
C 16.6m

Appendix 3: Dimensions of a residential bin store

1280 litre container dimensions

660l container dimensions

Appendix 4: Dimensions all waste, recycling and food containers in use for residential developments

180 litre container dimensions

240 litre container dimensions

Food waste container dimensions

Appendix 5:

Sustainability Checklist			
	Requirement	**Y/N**	**Justification**
Density	Does the development meet a net density of 30 dwellings per hectare?		
Passive Design	Does the orientation of the building(s) maximize the potential for solar gain?		
	Does the development provide protection against prevailing winds?		
District Heating	Does the development make use of decentralized energy generation or link up to the energy network?		
Low and Zero Carbon Generating Technologies	Does the development meet the standards for low and zero carbon generating technologies set out in Policy R7?		
Waste	Do all areas have suitable storage areas for bins?		
Water use Efficiency	Does the development meet the standards for water use efficiency set out in Policy R7?		

Appendix 6:

Low and Zero Carbon Generating Technologies

Step	Task	Unit Type 1	Unit Type 2	Unit Type 3	Unit Type 4	Unit Type 5	Unit Type 6	Unit Type 7
1	(TER) based on proposed building constructed to 2007 Building Regulations standards.							
2	(DER/BER) based on actual building constructed with LZCGT.							
3	Calculate the percentage reduction from step 1 to step 2: **(100 – (step 2 ÷ step 1 x 100)**							
4	Repeat (Step 2) without LZCGT							
5	Calculate the percentage reduction due to the low zero carbon equipment: **((step 4 – step 2) ÷ step 1) x 100)**							
Does the building comply with the target emission set out in **Table 1 – Y / N**								

Calculation process follows the steps identified in **Table 3: Summary of Calculations and Process** in the **SG Resources For New Development: A Sustainability Checklist** and on the back of this sheet.

Calculations done using SAP or SBEM software.	TER - Target Emissions Rate LZCGT - Low and Zero Carbon Generating Technologies	DER – Dwelling Emission Rate BER – Building Emission Rate

Table 3: Summary of Calculations and Process

1.	The appropriate software program (SAP/SBEM) is used to calculate the 2007 Building Regulations CO_2 Emissions Standard. This will provide a Target Emissions Rate (TER), which is the predicted CO_2 emissions for a building of the specified size.
2.	The appropriate software program (SAP/SBEM) is used to calculate the actual emissions rate for the proposed development, which includes the low and zero carbon generating equipment. This is the Dwelling or Building Emissions Rate (DER/BER), which is the predicted CO_2 emissions for the actual proposal.
3.	Calculate the percentage reduction from step 1 to step 2: (100 – (step 2 ÷ step 1 x 100)
4.	The appropriate software program (SAP/SBEM) is used to calculate the actual emissions rate for the development without the low and zero carbon generating technologies. This is a repeat of stage 2 and provides a re-calculation of the DER/BER without the low and zero carbon generating technologies.
5.	Calculate the percentage reduction due to the low zero carbon equipment: ((step 4 – step 2) ÷ step 1) x 100)
Note: The calculation methodology may require to be updated when revised building standards come into force in 2013 and again in 2016.	

Table 1: Indicative % Reduction Achieved Through Low and Zero Carbon Generating Technologies Above 2007 Baseline.

Year	% Reduction	Building Standards Sustainability Label
2016	20%	Gold Standard for Energy
2020	25%	Platinum Standard for Energy
2025	30%	Platinum Standard for Energy

9.2.1 Introduction

The development of renewable energy technologies of all types and on all scales is supported by Aberdeen City Council and Local Development Plan Policy R8 - Renewable and Low Carbon Energy Developments. The Local Development Plan supports the principle of wind turbines in any location providing that there is no detrimental impact on: our built and natural heritage, air safety, tourism and recreation, residential properties or safety. Having a positive approach to renewable developments will help to meet the Scottish Government's target for 100% of Scotland's electricity to be generated from renewable sources by 2020. Renewable technologies are becoming more commonplace within Scotland, and the range of technologies available includes wind power, solar power, heat pumps and biomass boilers. The guidance in this document focuses solely on wind powered renewable energy technologies. Many suitable sites will be located in the Green Belt. Two of the main purposes of the Green Belt are to protect and enhance the quality, character, landscape setting and identity of towns and cities, and protect and give access to open space within and around towns and cities. The guidance in this document will ensure that these aims are maintained.

The typical wind energy renewable generating technologies proposed in Aberdeen are likely to fall within the micro-renewable category. The term micro-renewable is used to describe a non-commercial renewable energy development, which provides heat and/or electricity to a single end user, be it a single dwelling house, office or community facility. Permitted development rights are in place for the installation, alteration or replacement of a free standing wind turbine within the curtilage of a dwelling. For further
guidance on this please contact the Planning and Sustainable Development Department.

The guidance in this document covers all wind energy developments including domestic and non-domestic where there is a requirement for planning permission. The primary purpose is to clearly set out, for all involved in the planning process, the information and requirements that the Council will have to take into account when determining applications for wind energy developments. The level of detail required for each application will be dependent on what is proposed and it is important that discussions with the planning service are had at the earliest opportunity.

Onshore Wind Spatial Framework

Under Scottish Planning Policy (Paragraph 161) local authorities are required to develop a spatial framework for onshore wind farms. SPP defines constraints for the development of wind farms into two groups, Group 1 and Group 2. Group 1 locations are areas with constraints which make wind turbines unacceptable due to the possible impact on National Parks and National Scenic Areas. There are no Group 1 sites in Aberdeen. Areas with Group 2 constraints require significant protection and these include a number of environmental constraints and 2 km community buffer zones.

Map 1 in Section 9 shows a consolidated map of Group 2 constraints. This indicates that using the guidance in SPP there are no areas of search which need to be identified for wind turbine development in Aberdeen City.
It has been determined that large scale commercial turbines for which the spatial framework will apply will be defined as:-

- ***Developments of more than one turbine and over 25m in height.***

9.2.2 Information to be submitted with any planning application for wind turbine developments

In determining applications for one or more wind turbines Aberdeen City Council will expect each application to be submitted with supporting information to address the issues explained in the sections 2 to 9 of this Supplementary Guidance. Further information such as an Environmental Impact Assessment may also be required. If more than two turbines are proposed, or if turbines are more than 15m in height, they are classed as Schedule 2 developments under the Environmental Assessment Regulations. It is then a matter for Aberdeen City Council to decide whether the turbines are likely to have significant environmental effects and therefore require an Environmental Impact Assessment, which will be determined by submitting a request for a screening opinion. It is strongly recommended that applicants submit a request for a screening opinion before any such application is submitted to avoid delay in determining the subsequent application.

<u>Technical Information</u>
The detail and specification of the proposed wind turbine(s) will need to be provided. The information submitted should be in a format that is clear for the planning service and the public to understand. Detail will need to be given on the:

- All the physical dimensions of the turbine including, height to the hub, height to the tip, blade diameter etc.

- Type and number of turbine(s) proposed

- Rated generating capacity of the turbine(s)
- Materials and colour of the wind turbine components
- Foundation's material, depth and size
- Separation distances between turbines (if more than 1 turbine proposed)
- Ancillary equipment/structures (if proposed)
- Construction and operational access requirements, including details of access tracks, transmission cable routes and borrow pits
- Proposals for decommissioning
- Landscaping works proposed

9.2.3 Environmental Assessment

The protection, preservation and enhancement of the environment are important aims of the Local Development Plan and the impacts of proposed turbines on wildlife, habitats, ecosystems and biodiversity will need to be considered carefully. Further detail on the environmental impact is contained in other supplementary guidance and technical advice.

NESBReC can provide more details on specific sites and can be contacted at: nesbrec@aberdeenshire.gov.uk

Natural Heritage

Policy NE8 – Natural Heritage sets out the policy requirements that apply to all development. The information required will depend on the scale and location of the turbine(s) and there may be a requirement for ecological assessments, Environmental Impact Assessment and a Habitats Regulation Appraisal. Maps 2,3 and 4 in Section 9 indicate the national and local designations that must be taken into account. The maps include Special Protection Areas, Special Areas of Conservation, Sites of Special Scientific Interest, Local Nature Reserves, Local Nature Conservation Sites. In addition to these, consideration should be given to species identified in the local biodiversity action plans. It is the duty of every public body and office-holder, in exercising any functions, to further the conservation of biodiversity. In considering applications it is therefore important to consider species identified in the

local biodiversity action plans, and ensure that there is no negative impact on them.

Any assessment should cover the following points and the report must clearly set out the methods used for data collection.

- Classify and evaluate the natural habitat and species that could be affected, some of which may be some distance from the proposal
- Assess the potential affect(s) on protected species including bats, birds and any other protected terrestrial species
- Classify and evaluate the agricultural context
- Outline any hydrological impacts
- Evaluate the impact of a wind turbine(s) on these
- Discuss the scope of mitigation on the possible and proposed impacts
- Habitats Regulations Appraisal will be required where there may be an impact on the River Dee Special Area of Conservation or Special Protection Areas located in Aberdeenshire, see maps in Section 9

Further guidance on assessing the impact of small scale wind energy proposals on the natural heritage is available from SNH at: http://www.snh.gov.uk/docs/A669283.pdf

Woodland

There is a national presumption against the loss of woodland, which is supported by Policy NE5 – Trees and Woodlands. Where trees will be lost as a result of development compensatory planting will be required to mitigate loss. Proposals should comply with the Scottish Government's policy on the loss of woodland; see The Control of Woodland Removal (2009) for further detail.

Landscape and Visual Impact Assessment (LVIA)

LVIA is not only concerned with landscapes that are recognised as being special or valuable, but is also about the ordinary and the everyday – the landscapes where people live and work, or spend their leisure time and the impact that development has on people.

It also does not mean just special or designated landscapes and it does not only apply to the countryside. Landscape can mean a small patch of urban wasteland as much as a mountain range and an urban park as much as an expanse of lowland plain.

The need to give particular attention to the effects of landscape change arises from the importance that people attach to landscape - whether as individuals, enjoying landscapes through all the senses, as local communities or as national bodies.

The two components of LVIA are:

1. Landscape effects assessment: deals with changes to landscape as a resource. Society as a whole has an interest in this and it is recognised as one of the key dimensions of environmental interest, alongside matters such as biodiversity, or cultural heritage. It is concerned with issues like protected landscapes, the contribution of landscape character to sense of place and quality of life for all, and the way that change may affect individual components of the landscape.

2. Visual effects assessment: is concerned with how the surroundings of individuals or groups of people may be specifically affected by change in the landscape. This means assessing changes in specific views and in the general visual amenity experienced by particular people in particular places.

A cautious approach is necessary in relation to landscapes which are rare or highly valued. Aberdeen City Council's Technical Appendix on Landscape Characteristics is available on the Aberdeen City Council website from the link below:- (http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?lID=31730&sID=14344).

Scottish Natural Heritage (SNH) has also produced guidance on Assessing the Impact of wind energy proposals on natural heritage. This guidance should be considered as part of an LVIA and details can be found at:- http://www.snh.gov.uk/docs/A1323094.pdf

The LVIA must consider the following:

- Character of the landscape, and outline if the proposed site is a ridge, hill, valley, coastal area and the vegetation present
- Landscape quality and value
- Impact of the wind turbine(s) on the landscape
- Visual impact on areas for recreation, including formal and informal paths
- Cumulative impact of the proposed application considering wind turbines that are already in existence or where planning permission has been approved. This will also include proposed and approved turbines located in Aberdeenshire
- Scope for mitigation of negative impacts
- Details of the location, visual impact and the restoration of borrow pits

Represented viewpoints of the proposal should cover both long and short range visibility and presentation by 'photomontage' or 'videomontage' is recommended. Individual circumstances will dictate the optimum position for wind turbines. This will be influenced by the size of the installation and its surrounding environment. The potential siting of wind turbines close to, on, or integrated with buildings means special attention must be given to the need to protect amenity.

Geology and Geomorphology

Geodiversity is vital in preserving our landscapes and nature. Nigg Bay, Don Estuary, Rubislaw Quarry, Brimmond Hill and Elrick hill are all recognised for their geological importance. Turbine structures should be sited sympathetically with respect to local rocks and landforms, avoiding key features and it is important not to 'fragment' an area of interest by obscuring the line of site between individual rock outcrops or landform features.

Peat land and Wetlands

Peat land is an important habitat and acts as a carbon sink and the development of wind turbines on peat land will result in the loss of carbon. To ensure that the carbon balance savings of the scheme is maximised developments should be designed to minimise soil disturbance when building roads and tracks, turbine bases and other infrastructure.

Where the proposed infrastructure will impact on peat lands a detailed map of peat depths should be submitted. This should include details of the basic peat land characteristics. For areas where avoidance is impossible, details of how impacts on peat lands are minimised and mitigated should be provided as part of the planning application. This should consider the drainage, pollution and waste management implications and include preventative/mitigation measures to avoid significant drying or oxidation of peat through, for example, the construction of access tracks, dewatering excavations, drainage channels, cable trenches or the storage and re-use of excavated peat. SEPA consider disposal of significant depths of peat as being landfilled waste. Where peat is to be excavated applicants must submit details of what use the peat will be put to.

If wetland systems are present any application should demonstrate how the layout and design of the proposal, including any associated borrow pits, hard standing and roads, avoids impacts on such areas. For areas where avoidance is impossible, details of how impacts upon wetlands and existing groundwater abstractions are minimised and mitigated should be provided as part of the planning application. As best practice a buffer distance of 100m between ground water dependent terrestrial ecosystems (particular type of wetland) or groundwater abstractions and roads, tracks and trenches, and a larger separation distance of 250m from borrow pits and foundations is required. These separation distances will ensure that these ecosystems are adequately protected and prevent habitat loss.

Windfarm developments can include elements which require engineering works in the water environment e.g. bridges or culverts for new or upgraded access tracks. Windfarm developments should be designed to avoid the need for new watercourse crossings, and where such works are necessary then the following information should be submitted:

- A site survey of existing water features
- Map showing the location of all proposed engineering activities

- Systematic table detailing the justification for each activity along with proposed mitigation
- An indication of the proposed design (e.g. bridge, bottomless culvert, arched culvert)
- Photo of each affected waterbody including its dimensions design
- Where flooding may be an issue a flood risk assessment may also be required. Map 7 shows areas of flooding however it will be the responsibility of the applicant to confirm the details of the specific site.

Borrow Pits

Borrow pits can be particularly large and may resemble small quarries. Therefore, the need and proposed location of any borrow pits should be determined at the planning application stage, as the impact of these facilities (including, impact on water and blasting) needs to be appraised as part of the overall impact of the scheme in accordance with Planning Advice Note 50 Controlling the Environmental Effects of Surface Mineral Workings. Restoration measures for the borrow pits must be detailed as part of the overall development proposals. The location of borrow pits is therefore an important consideration in the layout of a wind farm and should be sited well away from watercourses and not on steep inclines.

9.2.4 Safety Assessment

To inform the potential public safety risk of a wind turbine development an informal risk assessment of the proposed development should be submitted. This should take particular account of

- Proximity of surrounding buildings and roads
- Risk of injury to humans through catastrophic equipment failure

Aviation

Aberdeen International Airport

Aberdeen International Airport places a significant constraint on the development of wind turbines in Aberdeen City. There is a requirement to consult with National Air Traffic Services (NATS), Aberdeen International Airport and the Ministry of Defence on all applications for wind turbines. The Civil Aviation Authority will also be consulted in some circumstances.

NATS are a statutory consultee and are responsible for ensuring that all of their assets are protected from interference. Aberdeen International Airport is responsible for safeguarding their airport operations and associated assets. Through consultation there can be solutions and mitigation measures that mean development can happen, but this can not be determined until they are consulted on a planning application, and can be informed of the detailed design, siting and materials proposed.

Map 1 in Section 9 below highlights the areas around Aberdeen International Airport where NATS and the Airport must be consulted (the multi-coloured boxes). For standard developments there are height thresholds, but for wind turbines this does not apply and consultation is required for any height of turbine in the area. This is due to the moving parts of a wind turbine that can interfere with radar.

The links and email address below to will be useful if you are seeking further information.
MoD:
http://www.mod.uk/DefenceInternet/MicroSite/DIO/WhatWeDo/Operations/ModSafeguarding.htm
NATS: http://www.nats.co.uk/services/information/wind-farms/
CAA: http://www.caa.co.uk/windfarms
Aberdeen International Airport: safeguarding@aiairport.com

Noise Assessment

All wind turbines above 50kW require to be assessed for noise in accordance with ETSU-R-97 *The Assessment and Rating of Noise from Wind Farms* (ETSU) and having regard to the methods described in the Institute of Acoustics Good Practice Guidance to the Application of ETSU-R-97, May 2013. The scope and requirements of the assessment will depend on the size of the turbine(s) and the size and impact of the project. Applications for small developments and single turbines i.e. up to a rotor diameter of 16m may be considered in terms of the Renewable UK Small Wind Turbine Standard of January 2014, where appropriate and in agreement the Environmental Health Services.

Discussions with the Environmental Health Service should be initiated at an early stage to agree the assessment methodology, including the requirement for a background noise survey and noise levels that will be acceptable from the proposed development.

Assessments should detail the following information:

(a) Accurate twelve digit grid references for the turbines;

(b) Accurate twelve digit grid references for the noise sensitive receptors;

(c) Elevations of turbines and receptors;

(d) Details of any land ownership or financial involvement at noise sensitive receptors;

(e) Sound power level details for the turbine. Broadband and A-weighted octave band data required, together with uncertainty figures and any tonal penalty;

(f) Ground factor used;

(g) Atmospheric conditions for A_{atm};

(h) Noise wave propagation height;

(i) Unless it can be shown that it would be possible to meet the simplified noise condition of 35 dB LA90 (10 min) at wind speeds up to 10m/s

measured at 10m height, then a background noise survey will require to be carried out.

(j) The cumulative noise effect from existing, consented or approved wind turbines. When considering the cumulative effect of other turbines regard should be had the consented noise levels detailed in the approval.

(k) Information regarding any valley effect. It will be necessary to demonstrate whether or not, a 3dB correction is required in respect of the valley significantly sloping ground effect.

If background surveys are carried out then the following details are required:

- Wind shear methodology
- Best fit curve polynomials for daytime and night time (there must be sufficient data collected across the range of wind speeds from 4m/s to 12m/s
- Location of monitoring positions
- Method to record rainfall (noise data affected by rainfall or extraneous noise sources e.g. dawn chorus, agricultural activities, aircraft etc should be excluded).
- Equipment used including the type of wind shield fitted to the microphone (the preferred wind shield is a large diameter double layer item). A standard wind shield may not be suitable and it is recommended that the sound level meter manufacturer be consulted to confirm the suitability of any wind shield used.

When considering the cumulative impact of large and small wind turbines the preferred option is to use the ETSU-R-97 guidance for large wind and the BWEA guidance for small wind and add the two together.

As mentioned in (j) above, when considering the cumulative effect of other turbines regard should be had the consented noise levels detailed in the approval.

In the event of a justified complaint to the Planning or Environmental Health Service relating to the operation of the wind turbine(s) from the occupant of any noise sensitive premises which lawfully existed or had planning permission at the date of consent, the wind turbine operator may be required to undertake monitoring to assess compliance with the set limits. Where compliance monitoring indicates a breach of conditions mitigation measures will be required.

Shadow Flicker

The impact of shadow flicker on buildings and the trunk road network must be given consideration. Shadow flicker is the term used to describe the impact of shadows cast by rotating wind turbine blades. The small diameter and likely location of micro–renewable turbines greatly reduces the probability of shadow flicker. For larger turbines, shadow flicker can be mitigated by simple measures. These range from planting

trees through to shutting down the turbines during periods when shadow flicker could theoretically occur.
An assessment of potential shadow flicker and shadow throw throughout the year should be provided for all buildings and trunk roads within a 10 rotor diameter of the proposed location of the wind turbine.

Ice Throw

Turbines, under special meteorological conditions, may be covered by ice. If a wind turbine operates in icing conditions, two types of risks may occur if the rotor blades collect ice. The fragments from the rotor may be thrown off from the operating turbine due to aerodynamic and centrifugal forces, or they may fall from the turbine when it is shut down or idling without power production. When ice forms a turbine's own vibration sensors are likely to detect the imbalance and inhibit the operation of machines.

Locating turbines a safe distance from any occupied structure, road, or public use area will mitigate the risk of ice throw.

For trunk roads it is expected that where evidence of vibration and/or climate sensitive technology is provided there should be no need to consider this issue further. If no evidence of this vibration and/or climate sensitive technology is available then the wind turbine should be sited at least 100 metres from the nearest kerb line of the trunk road carriageway.

Trunk road safety

Wind turbines should not be positioned such that they appear abruptly at a location where drivers are required to manoeuvre, react or make decisions (e.g. junctions, bends etc.). Therefore, it is important to identify the point at which the wind turbine(s) first come into the driver's view so it can be demonstrated that they can be clearly seen in advance of such a location.

Turbines should be set back a minimum distance of 1.5 times the height of the wind turbine (from ground level to the uppermost tip of turbine blade) away from the nearest kerb line of the Trunk Road carriageway to mitigate any potential structural collapse.
For sites near the trunk road, Transport Scotland should be consulted and pre-application discussions are welcomed.

Pollution

Major developments should incorporate pollution prevention measures during the periods of construction, operation, maintenance, demolition and restoration. Discussions with SEPA should be had to detail the requirements. Any Environmental Statement should deal with pollution prevention: the specific issues that we expect to be addressed are available on the Pollution Prevention and Environmental Management section of the SEPA website.

9.2.5 Built and Cultural Heritage Assessment

Any built and cultural heritage assets will have to be noted, and an assessment of any known or potential impacts carried out. Assets which need to be considered are:

- archaeological sites
- listed buildings
- conservation areas
- historic gardens
- designated landscapes
- local sites of cultural importance

There may be an opportunity to site micro wind turbines in conservation areas or within the curtilage of listed buildings. It will not normally be possible to site turbines on scheduled ancient monuments and it will be difficult to site them on listed buildings. Scheduled Monument Consent or Listed Building Consent would be required in these instances. Care must be taken to ensure respect is paid to the site and setting and to important views and vistas to and from these buildings, monuments and sites. It is important that consideration is given to assets outwith Aberdeen that may affect their setting.
The Map 2 below highlights the scheduled monuments and listed buildings

9.2.6 Tourism and Recreation Assessment

Tourism is of great significant to the Scottish economy and it is important that applications do not have significant negative impacts on areas visible from the development that are valued for their tourism or recreation interests. These include accommodation, business tourism, food and drink, outdoor activities, visitor attractions, nature based tourism and cultural tourism. It is important that the direct impact of the turbines on tourism, recreation and countryside access is given, but also that the LVIA considers the visual impact of the proposal on tourism, recreation and countryside access.

An assessment of the impact on access may be covered in other assessments, and the key considerations are:

- Direct impacts on routes through temporary or permanent closure or diversion of routes
- Changes to character, amenity or intrinsic appeal of routes through changes in surface types or widening (this can have positive effects as well as negative effects)
- Creation of new tracks
- Intrusion into an area enjoyed by recreational users for its semi-natural or wilder qualities by both visual impacts and noise impacts
- Displacement of wildlife enjoyed by recreational users reducing the appeal of the site (this will be informed by the ecological impact assessment)
- Sequential cumulative visual impacts along longer distance linear routes (e.g. the Deeside Way) and in combination/in succession impacts from particular locations where many

schemes are visible from one location. This should take into account developments in Aberdeenshire as well if there is a significant degree of visibility from the viewpoint. In terms of impacts on outdoor recreational resources this is unlikely to become an issue unless there will be nearby developments along the boundary with Aberdeenshire.

9.2.7 Efficiency

Wind Regime

The power produced by wind turbines primarily depends on the strength of the wind, and the area swept by the rotor. The actual power output will also depend on the power efficiency of the turbine, wind direction and fluctuations in wind direction. It is important to select the most efficient site and layout for the wind turbines. This would include average wind speeds and wind rose data. The applicant must demonstrate that the proposal is viable after monitoring the site. For micro-renewable turbines evidence and data from four months of monitoring will be required. Renewable turbines will require a longer monitoring period; typically 12 months will be necessary.

Grid Network

Access to the power electricity transmission and distribution system is required for commercial wind turbines. Micro-renewable turbines can be connected to the grid. Detail would be required on the proposed grid connection or supply to local user, if relevant.

9.2.8 Decommissioning

Due to the developing nature of the technology and physical pressures placed on them, it is likely that all wind turbines will become obsolete or redundant. It is therefore important that at the outset the decommissioning of a turbine or turbines, is considered. As part of the planning application a decommissioning plan should be submitted and agreed with the planning authority. The decommissioning plan should include details for the removal of the turbine, the reinstatement of the site to its original state, or to a level agreed with the planning authority, and a program for the completion of the works. Where a programme is not agreed all works must be completed within a period of 1 month period of the removal of the wind turbine.

9.2.9 Maps

Map 1: Aberdeen Airport Safeguarding Map
This map shows the areas of the city which need to be safeguarded for the airport and the relevant development heights.

Map 2: Environmental Constraints
This map shows a series of environmental and heritage constraints.
Map 3: Landscape and Environmental Constraints
This map highlights constrained areas for wind turbine development areas and spatially shows the following information:

- Special Areas of Conservation
- Sites of Special Scientific Interest
- Local Nature Reserves
- Local Nature Conservation Sites
- Scheduled Ancient Monuments
- Gardens and Designated Landscapes
- Bog land, Heath land and Fens
- Areas of Local Landscape Significance – Primary Landscapes
- Airport Safety Exclusion Zone.

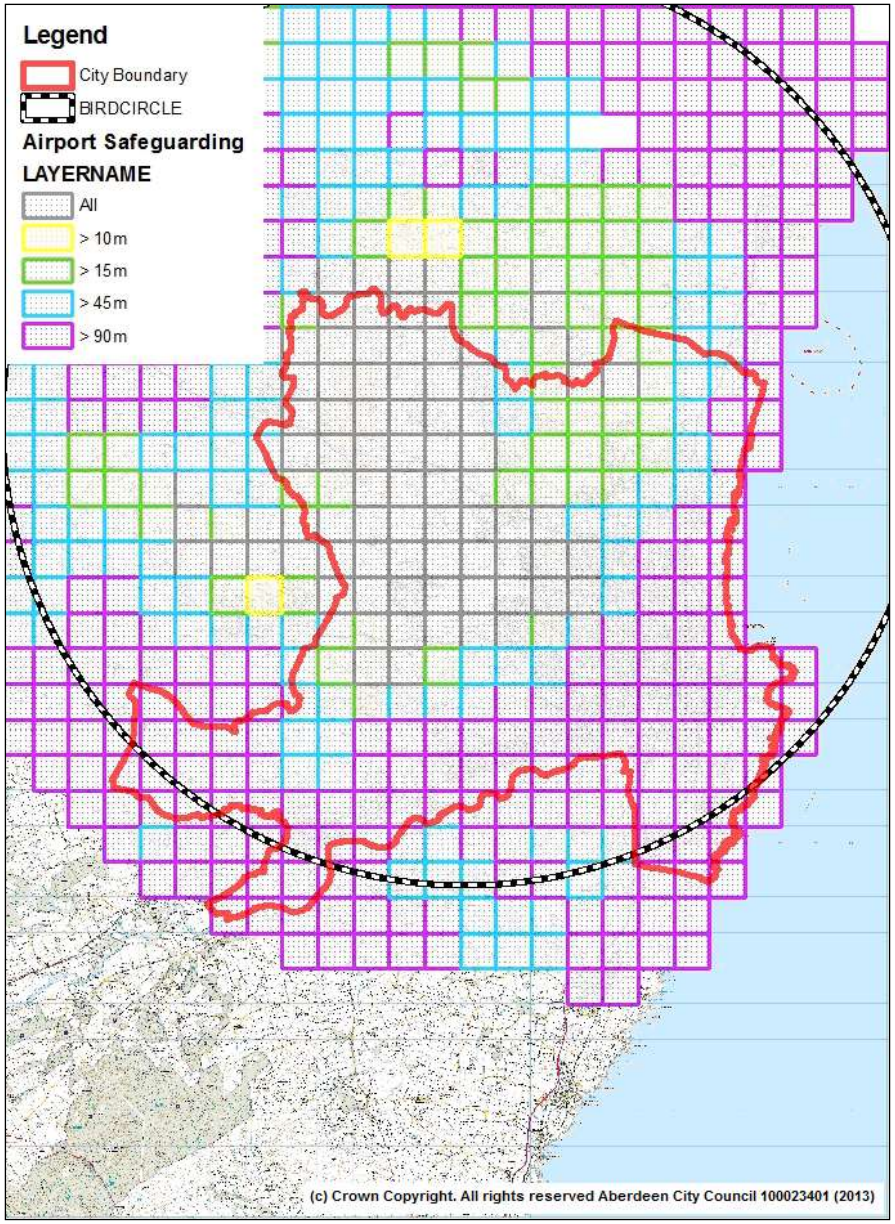
It is important to note that this map does not identify areas of search and there is not a presumption in favour of those areas free from the identified constraints.

These must be considered as constraints to the development of wind turbine developments. There are policies in the local Development Plan and requirements in this Supplementary Guidance to protect promote and enhance these areas. Therefore, proposals within these areas will only be supported if it can be demonstrated that there is little or no impact through the implementation of mitigation measures. There is no available information on areas within the Radar Exclusion Zone and the impact of wind turbines on air safety is assessed by the relevant bodies, these being the Aberdeen International Airport, NATS, the Ministry of Defence and in some instances the Civil Aviation Authority.

Map 4: This map indicates the location of European protected sites.

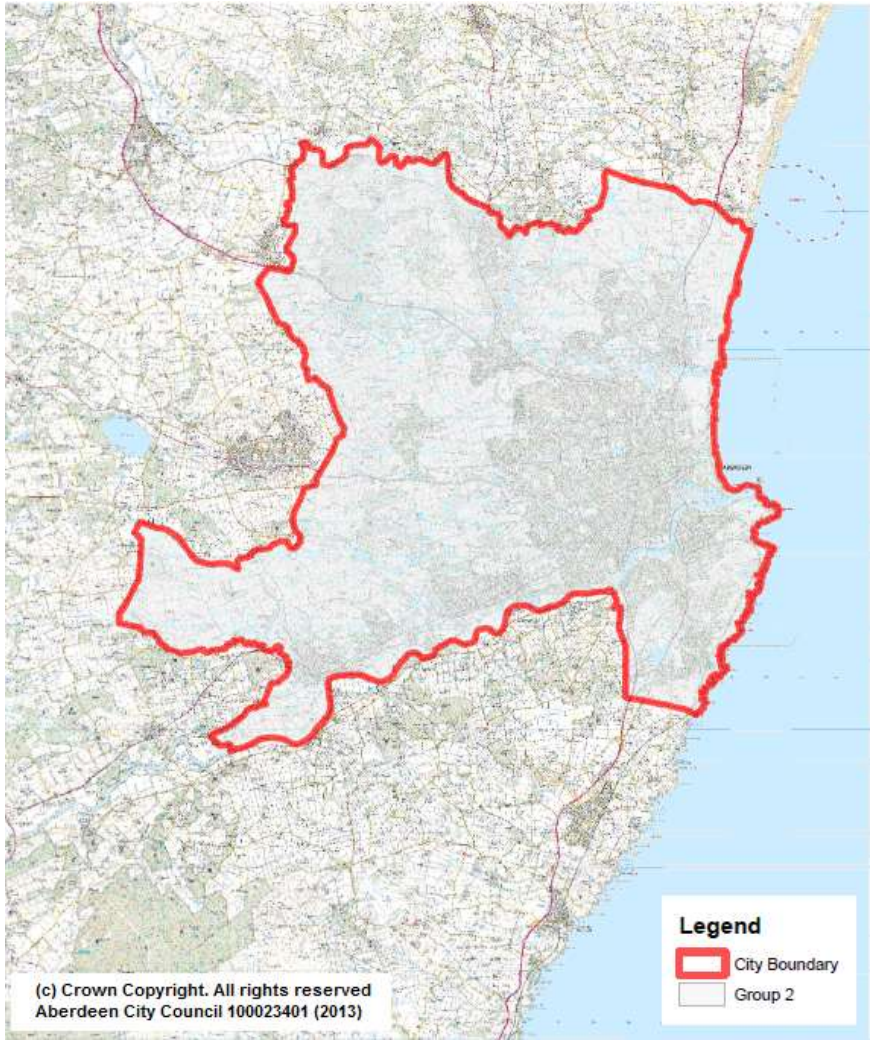
Map 5: Consolidated Map from Wind Spatial Framework.
This map combines all the Group 2 constraints as outlined in SPP. It shows the entire Aberdeen City area is impacted by constraints.

Map 1: Aberdeen Airport Safeguarding Map



Map 5: Consolidated Map of the area with Group 2 constraints.

This map combines all the Group 2 constraints as outlined in SPP. It shows the entire Aberdeen City area is impacted by constraints.



Map 2: Environmental Constraints

Legend

- Scheduled Ancient Monuments (SAM) HS
- Special Areas of Conservation
- Bog Heath Fen
- Conservation Areas

Listed Buildings (Points)

LISTCAT

- A
- B
- C

Listed Buildings (Polygons)

LISTCAT

- A
- B
- C

Listed Buildings (Lines)

LISTCAT

- A
- B
- C
- Gardens & Designed Landscapes

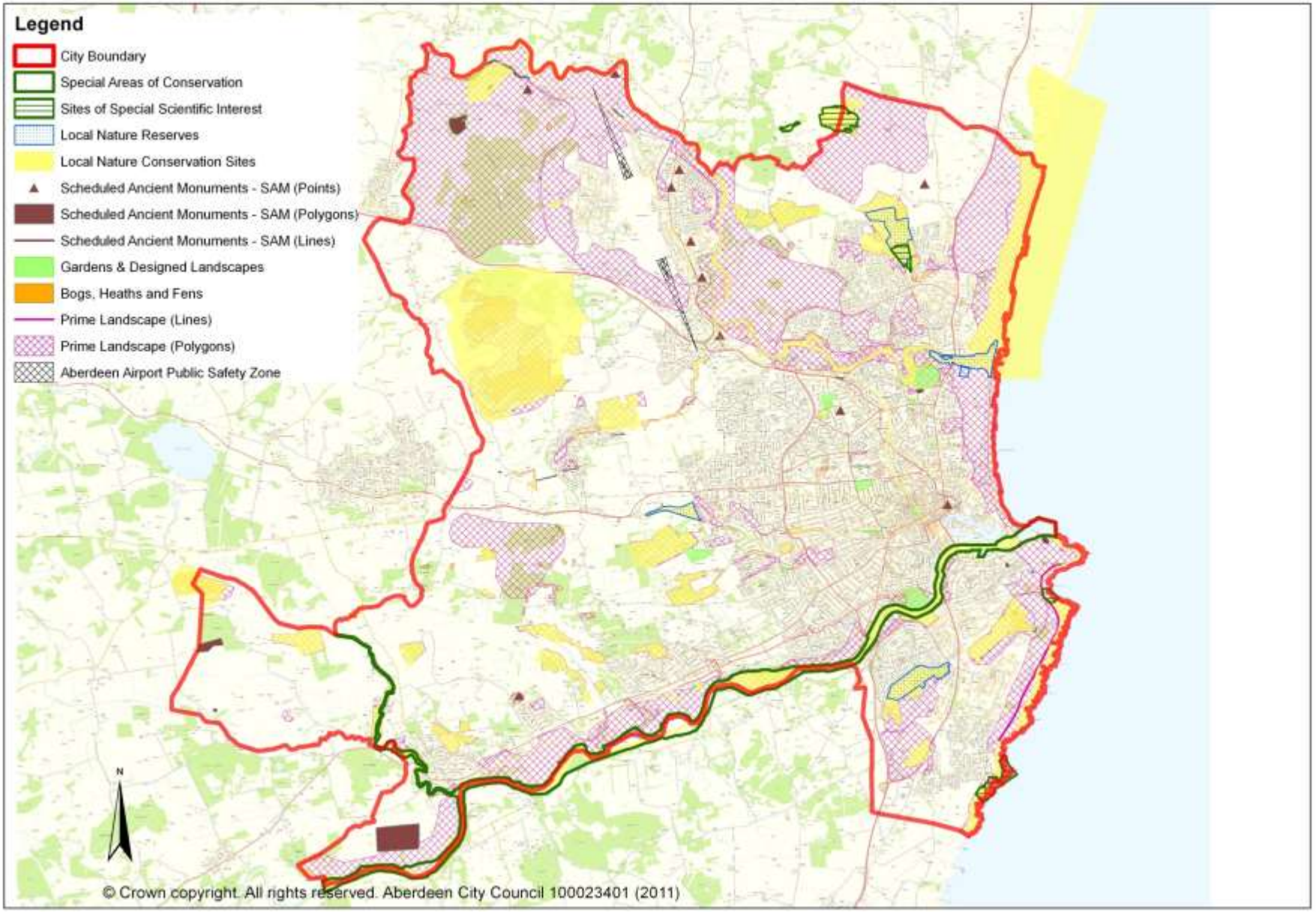
DOCNAME

- 2024 Boundary of area subject to individual risk of 1 in 10,000 per yr or greater

DocName

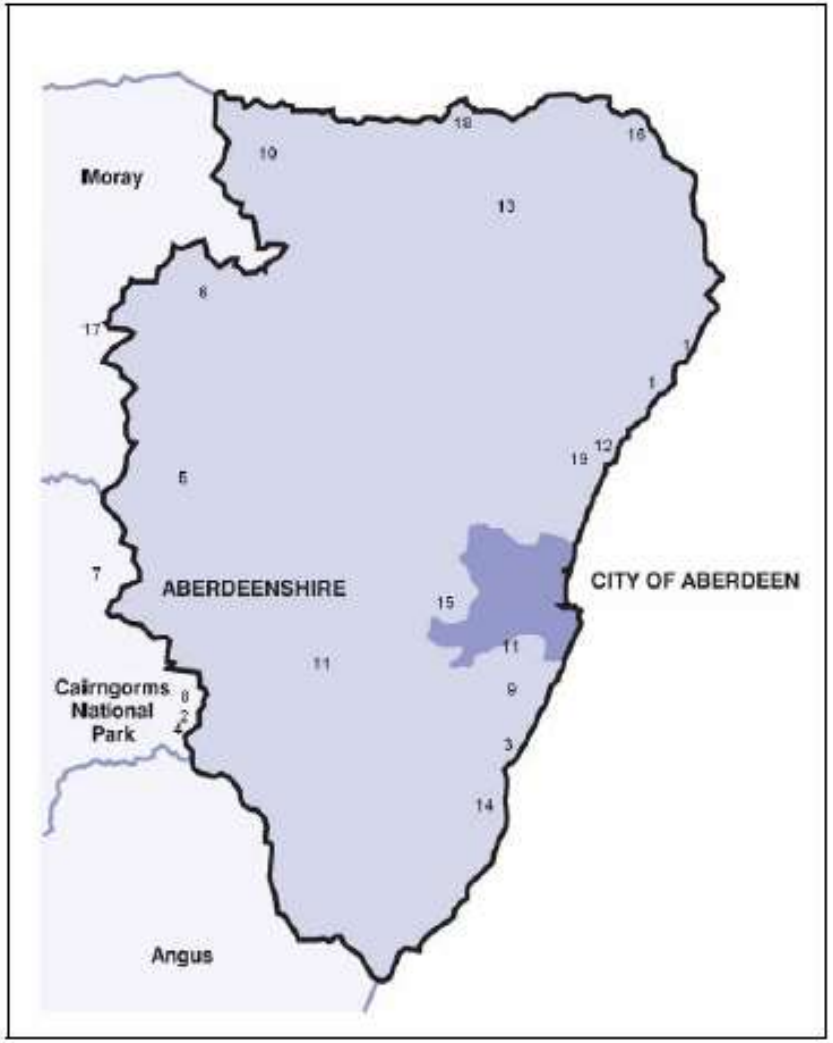
- 2024 Boundary of Public Safety Zone
- Indicative flood outline based on a 1% or greater (or 1 in 100 chance) annual probability of fluvial flooding.
- Indicative flood outline based on a 0.5% or greater (or 1 in 200 chance) annual probability of fluvial flooding.
- Indicative flood outline based on a 0.1% or greater (or 1 in 1000 chance) annual probability of fluvial flooding.
- Indicative flood outline based on a 1% or greater (or 1 in 100 chance) annual probability of coastal flooding.
- Indicative flood outline based on a 0.5% or greater (or 1 in 200 chance) annual probability of coastal flooding.
- Indicative flood outline based on a 0.1% or greater (or 1 in 1000 chance) annual probability of coastal flooding.
- City Boundary

Map 3: Landscape and Environmental Constraints.



Map 4:

This map indicates the location of European protected sites further information on the sites listed can be obtained from SNH's SiteLink facility: http://www.snh.gov.uk/publications-data-and-research/snhi-information-service/sitelink/



No	Name	SAC	SPA
1	Buchan Ness to Collieston Coast	✓	✓
3	Garron Point	✓	
5	Hill of Towanreef	✓	
6	Mortlach Moss	✓	
9	Red Moss of Netherley	✓	
10	Reidside Moss	✓	
11	River Dee	✓	
12	Sands of Forvie	✓	
13	Turclossie Moss	✓	
14	Fowlsheugh		✓
15	Loch of Skene		✓
16	Loch of Strathbeg		✓
17	Tips of Corsemaul and Tom Mor *		✓
18	Troup, Pennan and Lions Head		✓
19	Ythan Estuary, Sands of Forvie and Meikle loch		✓
	Outwith Structure Plan area but in close proximity to it		
2	Dinnet Oakwood	✓	
4	Glen Tanar	✓	✓
7	Morven and Mullachdubh	✓	
8	Muir of Dinnet	✓	✓

Further Information

Scottish Planning Policy
http://www.scotland.gov.uk/Topics/Built-Environment/planning/National-Planning-Policy/newSPP

Aberdeen City and Shire Strategic Development Plan
http://www.aberdeencityandshire-sdpa.gov.uk/home/home.asp

Aberdeen Local Development Plan
http://www.aberdeencity.gov.uk/planning_environment/planning/local_development_plan/pla_local_development_plan.asp

Scottish Government's Specific Advice Sheet - onshore wind turbines
http://www.scotland.gov.uk/Resource/0040/00405870.pdf

Scottish Natural Heritage's 'Siting and designing wind farms in the landscape'
http://www.snh.org.uk/pdfs/strategy/renewables/Guidance_Siting_Designing_windfarms.pdf

Scottish Natural Heritage's 'Natural Heritage assessment of small scale wind energy projects which do not require formal Environmental Impact Assessment'
http://www.snh.gov.uk/docs/A669283.pdf

Scottish Natural Heritage - Micro renewables and the natural heritage - Guidance Note. October 2009
http://www.snh.gov.uk/docs/B798082.pdf

Scottish Natural Heritage - Windfarm impacts on birds guidance http://www.snh.gov.uk/planning-and-development/renewable-energy/onshore-wind/windfarm-impacts-on-birds-guidance/

SNH, SEPA. Forestry Commission and Scottish Renewables - The windfarm industry Good Practice During Windfarm Construction
http://www.snh.org.uk/pdfs/strategy/renewables/Good%20practice%20during%20windfarm%20construction.pdf

Dali Rani Nayak, David Miller, Andrew Nolan, Pete Smith & Jo Smith,
June 2008. Calculating carbon savings from windfarms on Scottish peat lands - A New Approach
http://www.scotland.gov.uk/Publications/2008/06/25114657/0

Scottish Government Developments on Peatland: Site Surveys and Best Practice
http://www.scotland.gov.uk/Resource/Doc/917/0120462.pdf

Scottish Government. 2007 Peat Landslide Hazard and Risk Assessments: Best Practice Guide for Proposed Electricity Generation Developments
http://www.scotland.gov.uk/Publications/2006/12/21162303/0

SEPA Land Use Planning System Guidance Note 4 Planning guidance on windfarm developments
http://www.sepa.org.uk/planning/energy.aspx

SEPA's Planning, Energy and Climate Change Position Statement http://www.sepa.org.uk/idoc.ashx?docid=d8d04aac-d2c2-4043-9704-3bd3236c7f04&version=-1

SEPA Guidance A Functional Wetland Typology for Scotland
http://www.fwr.org/environw/wfd95.htm

SEPA Regulatory Position Statement Developments on Peat
http://www.sepa.org.uk/waste/waste_regulation/guidance__position_statements.aspx

SEPA Guidance Construction of River Crossings Good Practice Guide

Guidance on the Assessment of Peat Volumes, Reuse of Excavated Peat and the Minimisation of Waste
http://www.scottishrenewables.com/static/uploads/publications/a4_developments_on_peatland.pdf

SEPA CAR practical guide link and link to CAR info:
http://www.sepa.org.uk/system_pages/application_forms.aspx#CAR

SEPA PPC information
http://www.sepa.org.uk/system_pages/application_forms.aspx#PPC

'Siting and Design of Small Scale Wind Turbines of between 15 and 50 metres in height' (2012)
http://www.snh.gov.uk/planning-and-

Assessing the impact of small-scale wind energy proposals on the natural heritage.
http://www.snh.gov.uk/docs/A1323094.pdf

For more information please visit the Forestry Commission Website;
http://alpacorn.forestry.gov.uk:7777/portal/page?_pageid=33,2027847&_dad=portal&_schema=PORTAL

Aberdeen City – Onshore Wind Spatial Framework July 2014 – Version 2
http://www.aberdeencity.gov.uk/planning_environment/planning/local_development_plan/pla_2016_mir_sd.asp