



Sustainability Standards Checklist for Planning: Alterations, Retrofit and Conversion of Heritage Assets and Traditional Buildings

Why have we produced a checklist?

In 2018, the latest climate science from the Intergovernmental Panel on Climate Change (IPCC) showed the world that we had only 12 years to prevent irreversible catastrophic damage from a changing climate, and that any temperature increase above 1.5°C would involve far worse effects than previously thought, in terms of drought, flood, poverty for many people, and catastrophic biodiversity loss.

Recognising that local action is required in response to a global issue, WODC declared a climate and ecological emergency. In the wake of that emergency, as part of a suite of overall measures, the Council now expects developers and applicants to adopt the highest possible standards of energy and sustainable design to ensure new development in West Oxfordshire is designed as fit for the future. WODC has adopted a number of policies within the local plan to help protect and enhance our environment and reduce the impact from climate change. The Sustainability Standards Checklist for Planning now seeks to deliver targeted climate action locally in fulfilment of Local Plan objectives CO11, CO14, CO15, CO16, CO17, and CO18.

Planning at a local level is governed by the National Planning Policy Framework (NPPF), February 2019, which defines an expectation that development will contribute to the achievement of sustainable development with emphasis on the environment as one of its three overarching objectives: 'to contribute to protecting and enhancing our natural, built and historic environment; including making effective use of land, helping to improve biodiversity, using natural resources prudently, minimising waste and pollution, and mitigating and adapting to climate change, including moving to a low carbon economy'

From national to local planning policy, the co-benefits derived from designing an environmentally-sustainable development are well evidenced. The Council's commitment to taking positive action in response to the local climate and ecological emergency is further weight to the importance of planning for sustainability.

A national and local response to the Covid-19 global pandemic has further emphasised the cross benefits and interrelationships between public health and the natural environment. Natural green spaces and access to nature provided many with a source of refuge and outdoor relaxation during lockdown, while improvements in local air quality as a result of a reduction in transport emissions were welcomed not only for their immediate environmental benefit, but as an important factor in people's longer-term health and wellbeing. For those able to work from home, there was a national shift to home working with transport emissions dropping dramatically as a result. Some experts attributed the clearer skies during the country's first lockdown to a reduction in air

pollution, which then saw UK solar energy breaking the all-time peak generation record. National fossil-fuel consumption also fell during these corresponding months as a consequence of solar energy generation levels with news of Great Britain hitting coal-free electricity records making the headlines. The role of low- and zero-carbon energy has since been well documented as an industry key to our green recovery and economic growth moving forward.

The Council aims to capture the positive lessons learned; recognise the value our communities place on the natural environment and embed climate action as a foundation to our green recovery. To this end, achieving the highest environmental standards in all future development considerations has also been identified as a priority in the Council's Recovery Plan.

The Council will expect all applicants to take full consideration of these Corporate priorities and policy requirements and demonstrate, within their planning applications, how exemplary standards of sustainability outlined within the Checklist are being met in response to the following issues:

- Water use and flood risk
- Biodiversity
- Green and Active Travel
- Aligning with Net-Zero Carbon
- Sustainable Construction, Materials and Waste
- Voluntary Standards for Sustainability.

The Checklist aims to:

- Deliver local action through planning in response to the climate and ecological emergency in West Oxfordshire.
- Ensure all development in West Oxfordshire is built to the highest standards of sustainability.
- Provide good-practice guidance and case studies to developers and applicants.
- Create a live checklist that can be responsive to changes in industry guidance.

This document does not supersede any national or local planning policy requirements. Applicants will still be required to fulfil any other relevant statutory requirements.

Who is the checklist for?

The Checklist is for applications for development – whether residential, non-residential or mixed-use – that have an impact on heritage assets, including archaeology, and traditional buildings.

What are you expected to do?

Using the Checklist as guidance, applicants are expected to submit a Sustainability Statement to indicate which sustainability standards your development complies with, and provide details of how your development complies with them, cross referencing other assessments.

The template is downloadable from the Council's Sustainability Standards Checklist web pages.



Sustainability standards	Compliance with the standards	Relevant policies	Industry guidance, good practice and case studies
A Alterations / retrofit / conversion of heritage assets or traditional buildings			
1. Have you appropriately assessed the heritage value of the building(s) and considered the impact of your proposal any heritage asset?	Summarise how the heritage value of the building(s) has been assessed and how any heritage assets are affected. Cross reference the Heritage Statement.	LP OS3, OS4, EH9, EH10, EH11, EH12, EH13, EH14 EH15,E16 NPPF para 189	Statements of Heritage Significance: https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/heag279-statements-heritage-significance/
2. Have you considered a 'Whole Building Approach'?	Provide details of how a whole building approach has been considered in the Sustainability Statement.		Historic England: Energy Efficiency and Historic Buildings: https://historicengland.org.uk/advice/technical-advice/energy-efficiency-and-historic-buildings/

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			Design Guide 16 Greener Traditional Buildings: https://www.westoxon.gov.uk/media/thplpsay/16-design-guide-greener-traditional-buildings.pdf
3. Have you considered whether your proposal adheres to Responsible Retrofit measures?	Provide details of how your proposal adheres to Responsible Retrofit measures in the Sustainability Statement.		Planning responsible retrofit of traditional buildings: https://historicengland.org.uk/images-books/publications/planning-responsible-retrofit-of-traditional-buildings/responsible-retrofit-trad-bldgs/ Application of Part L of the Building Regulations to Historic and Traditionally Constructed Buildings: Energy Efficiency and Historic Buildings: https://historicengland.org.uk/images-books/publications/energy-efficiency-historic-buildings-ptl/heag014-energy-efficiency-partll/ BSI PAS 2035:2019 - Retrofitting Dwellings for Improved Energy Efficiency BS 7913:2013: Guide to the conservation of historic buildings BREEAM Technical Manual for Refurbishment of Domestic Buildings: https://www.breeam.com/domrefurb2014manual/ STBA Responsible Retrofit Guidance Wheel: http://responsible-retrofit.org/wheel/

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B Water use and flood risk			
1. Can you demonstrate that water consumption will be minimised?	Provide details of how water consumption will be minimised In the Sustainability Statement. Include water efficiency calculations for a cross section of building types, representative of the development.	LP OS3	The water calculator: http://www.thewatercalculator.org.uk/ Sanitation, hot water safety and water efficiency: Approved Document G: https://www.gov.uk/government/publications/sanitation-hot-water-safety-and-water-efficiency-approved-document-g BREEAM Non-domestic buildings Technical Manual: https://www.breeam.com/NC2018/
2. Do you include measures to conserve water through rainwater harvesting and/or water recycling?	Describe water conservation these measures within the Sustainability Statement.	LP OS3	
3. Has flood risk been appropriately assessed and will you be implementing	Summarise in the Sustainability Statement how flood risk has been assessed and sustainable flood risk management will be implemented.	LP OS3, OS4 EH7	Future flood risk maps: https://flood-warning-information.service.gov.uk/long-term-flood-risk?_ga=2.37985379.1539273661.1597231849-1593929561.1586958755

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sustainable flood risk management?	Cross reference the Flood Risk Assessment (FRA) and ecological reports, where applicable.		
C Biodiversity			
<p>1. Have you considered whether your project will impact on ecological features of the site?</p> <p>2. How have you mitigated all of the impacts?</p> <p>3. How will you compensate for any residual impacts?</p>	<p>Summarise in the Sustainability Statement how you have:</p> <ul style="list-style-type: none"> considered the impact of the development on the ecological features of the site mitigated all of the impacts compensated for any residual impacts. <p>Confirm within a Sustainability Statement, cross-referencing ecological assessments and species/habitat surveys, where appropriate.</p>	LP EH3	<p>Wildlife Assessment Check (tool for householders and small to medium-scale developers): https://www.biodiversityinplanning.org/wildlife-assessment-check/</p> <p>CIEEM Guidelines for Preliminary Ecological Appraisal: https://cieem.net/resource/guidance-on-preliminary-ecological-appraisal-gpea/</p> <p>Bat Conservation Trust, Bat Surveys for Professional Ecologists: Good Practice Guidelines: https://cdn.bats.org.uk/pdf/Resources/Bat_Survey_Guidelines_2016_NON_PRINTABLE.pdf?mtime=20181115113931&focal=none</p> <p>National guidance on protected species and development: https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications</p>

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			<p>DEFRA Hedgerow Survey Handbook: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/69285/pb11951-hedgerow-survey-handbook-070314.pdf</p> <p>Ecological consultant: https://events.cieem.net/RegisteredPracticeDirectory/Registered-Practice-Directory.aspx</p> <p>Householder's guide to engaging an ecologist: https://cieem.net/resource/a-householders-guide-to-engaging-an-ecologist/#:~:text=This%20document%20sets%20out%20broadly,for%20a%20small%2Dscale%20development.</p>
<p>4. Are you including two or more of the enhancement features from the list?</p>	<p>All developments should include two or more enhancement features from the following list.</p> <p>The type and number of enhancements features will depend upon the type and scale of your development. Please contact the Council if you require further advice on the relevant enhancement features applicable to your development.</p>		<p>Wildlife gardening general advice:</p> <ul style="list-style-type: none"> • https://www.wildoxfordshire.org.uk/communities/resources/ • https://www.bbowt.org.uk/actions • https://www.rhs.org.uk/science/conservation-biodiversity/wildlife/encourage-wildlife-to-your-garden • https://www.wildlifetrusts.org/gardening • https://www.rspb.org.uk/birds-and-wildlife/advice/gardening-for-wildlife/ • https://www.nationaltrust.org.uk/features/nine-ways-to-build-a-wildlife-friendly-garden

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	<p>Wildlife boxes and other features:</p> <ul style="list-style-type: none"> • Built-in (preferred) or externally-mounted bat boxes • Built-in or externally-mounted bird boxes • Insect /bee bricks • Artificial refugia (e.g. log piles, compost heaps) • Hedgehog highways (150mm gaps under fences or holes through walls). <p>Habitat creation:</p> <ul style="list-style-type: none"> • Native broadleaved woodland • Species-rich native hedgerow (at least 6 tree/shrub species) • Wildlife pond (shallow margin, left to colonise naturally for 2 years and no fish) • Orchard (local fruit tree varieties) • Wildflower meadow 		<p>Bird and bat boxes:</p> <ul style="list-style-type: none"> • https://www.swift-conservation.org/Nestboxes&Attraction.htm#Built%20in • https://www.rspb.org.uk/birds-and-wildlife/advice/how-you-can-help-birds/nestboxes/nestboxes-for-small-birds/making-and-placing-a-bird-box/ • https://www.bats.org.uk/our-work/buildings-planning-and-development/bat-boxes <p>Insect boxes and artificial refugia:</p> <ul style="list-style-type: none"> • https://www.rspb.org.uk/birds-and-wildlife/advice/gardening-for-wildlife/insects-and-minibeasts/ • https://butterfly-conservation.org/how-you-can-help/get-involved/gardening • https://www.bumblebeeconservation.org/gardeningadvice/ <p>Hedgehog highways:</p> <ul style="list-style-type: none"> • https://www.hedgehogstreet.org/help-hedgehogs/link-your-garden/ • https://www.wildlifetrusts.org/actions/how-create-hedgehog-hole

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	<ul style="list-style-type: none"> • Flowering lawn (seed mix containing species that respond well to regular cutting) • Tussocky grassland • Green roof (wildflower meadow or green hay preferred) • Living wall • Native tree and shrub planting • Non-native tree/shrub/other planting with recognised wildlife benefits. <p>Habitat enhancement:</p> <ul style="list-style-type: none"> • Supplementary planting to fill gaps in hedgerows with native species or incorporate additional species, e.g. climbers such as honeysuckle or dog rose • Replacement of conifers with native broadleaved species 		<p>Wildlife ponds:</p> <ul style="list-style-type: none"> • https://freshwaterhabitats.org.uk/habitats/pond/ • https://freshwaterhabitats.org.uk/projects/clean-water/ <p>Grassland restoration and creation:</p> <ul style="list-style-type: none"> • http://www.magnificentmeadows.org.uk/advice-guidance/section/how-can-i-restore-or-recreate-a-meadow • https://www.rspb.org.uk/get-involved/activities/nature-on-your-doorstep/garden-activities/startawildflowermeadow/ • https://www.rhs.org.uk/advice/profile?pid=436 • https://plantlife.love-wildflowers.org.uk/wildflower_garden <p>Hedgerow management:</p> <ul style="list-style-type: none"> • https://www.wildlifetrusts.org/how-manage-hedgerow-wildlife • http://www.hedgelink.org.uk/cms/cms_content/files/30_complete_good_hedge_management_guide_leaflet.pdf • https://ptes.org/hedgerow/managing-hedgerows-top-tips/ <p>Tree planting / woodland creation:</p> <ul style="list-style-type: none"> • https://www.woodlandtrust.org.uk/plant-trees/advice/ • https://www.rhs.org.uk/garden-inspiration/design/inspiring-woodland-gardens

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	<ul style="list-style-type: none"> • Pond restoration (e.g. removal of non-native species, liner replacement or removal of fish) • Over-sowing grassland with native wildflower seed mix • Spring bulb planting • Wildflower plug planting. <p>Provide details in the Sustainability Statement of specific enhancement measures that you are providing.</p> <p>Cross reference ecological reports or site plans, where if applicable.</p> <p>Where it is agreed in consultation with the Council that site constraints prevent this from being a viable option, an in-kind contribution to a wildlife conservation organisation working in the local area may be</p>		<ul style="list-style-type: none"> • https://www.gardeningknowhow.com/special/shade/woodland-garden.htm • https://www.wildlifetrusts.org/actions/how-make-woodland-edge-garden-wildlife • https://www.forestresearch.gov.uk/tools-and-resources/fthr/biomass-energy-resources/fuel/woodfuel-production-and-supply/woodfuel-production/forestry-for-woodfuel-and-timber/planting-woodland/

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	accepted as an alternative to wildlife features on-site.		
D Green and active travel			
1. Do you provide adequate space for the safe, secure and well-lit storage of bicycles? 2. Within the design of a non-domestic development, have you provided a sufficient number of spaces to cycle storage?	Describe in the Sustainability Statement the cycle parking / storage which will be provided on the site.	LP T1, T3	
3. What provisions have been made to encourage home working?	Describe in the Sustainability Statement provisions for home working.		
4. Do you provide infrastructure for	Provide details of infrastructure for the charging of electric		Oxfordshire Electric Vehicle Infrastructure Strategy

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the charging of Electric Vehicles?	<p>vehicles in the Sustainability Statement, and how it is in line with the requirements of the Oxfordshire Electric Vehicle Infrastructure Strategy (OEVIS).</p> <p>Confirm within a Sustainability Statement alignment with a requirement for 10% active EV charging and 20% passive EV charging points where applicable.</p>		
E Energy and renewables			
I. Has your project been designed to be fossil-fuel free?	Explain in the Sustainability Statement how the development has been designed to be fossil-fuel free.		<p>Historic England Guidance on Carbon in the Built Environment: https://historicengland.org.uk/research/heritage-counts/2019-carbon-in-built-environment/carbon-in-built-historic-environment/</p> <p>West Oxfordshire Design Guide 16: Green Traditional Buildings: https://www.westoxon.gov.uk/media/thplpsay/16-design-guide-greener-traditional-buildings.pdf</p> <p>The Alliance for Sustainable Building Products: https://asbp.org.uk/</p>

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			Environmental Product Declaration: https://www.environdec.com/all-about-epds
2. Does your development use renewable energy technologies?	<p>Explain in the Sustainability Statement how renewable energy technologies are used.</p> <p>Estimate the total kWh/yr of renewable energy generation alongside the estimated total kWh/yr of energy demand of the buildings.</p>	LP EH6	<p>Historic England Carbon in the Built Historic Environment: https://historicengland.org.uk/research/heritage-counts/2019-carbon-in-built-environment/carbon-in-built-historic-environment/</p> <p>Historic England Renewable Energy: https://historicengland.org.uk/research/heritage-counts/2019-carbon-in-built-environment/carbon-in-built-historic-environment/</p> <p>Historic England Guidance on Energy Efficiency and Historic Buildings: https://historicengland.org.uk/advice/technical-advice/energy-efficiency-and-historic-buildings/</p> <p>West Oxfordshire Design Guide 12: Sustainable Building Design: https://www.westoxon.gov.uk/media/nk5bv0v/12-design-guide-sustainable-building-design.pdf</p>
3. Have you considered the embodied carbon emissions of your project and taken	Explain in the Sustainability Statement how the development minimises embodied carbon emissions.		Embodied and Whole Life Carbon Assessment for Architects: https://www.architecture.com/-/media/gathercontent/whole-life-carbon-assessment-for-architects/additional-documents/11241-wholelifecarbonguidanceev7pdf.pdf

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steps to minimise these?	Cross reference lifecycle modelling, carried out to assess embodied carbon.		<p>BRE Green Guide to Specification: https://www.bregroup.com/greenguide/podpage.jsp?id=2126</p> <p>Historic England Carbon in the Built Historic Environment: https://historicengland.org.uk/research/heritage-counts/2019-carbon-in-built-environment/carbon-in-built-historic-environment/</p> <p>West Oxfordshire Design Guide 16 Greener Traditional Buildings: https://www.westoxon.gov.uk/media/thplpsay/16-design-guide-greener-traditional-buildings.pdf</p> <p>Historic England Technical Guidance on Renewable Energy: https://historicengland.org.uk/advice/planning/infrastructure/renewable-energy/</p> <p>Historic England Technical Guidance on Energy Efficiency and Historic Buildings: https://historicengland.org.uk/advice/technical-advice/energy-efficiency-and-historic-buildings/</p> <p>West Oxfordshire 12 Design Guide: Sustainable Building Design: https://www.westoxon.gov.uk/media/nk5bv0v/12-design-guide-sustainable-building-design.pdf</p>

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F Sustainable construction, materials and waste			
1. Will the construction company be registered with the Considerate Construction Scheme?	Confirm in the Sustainability Statement that the construction company used will be registered with the Considerate Construction Scheme.	LP OS3	Considerate Constructors Scheme: https://www.ccscheme.org.uk/
2. Will you be developing a Site Waste Management Plan (SWMP) as a way of reducing and managing construction waste?	Confirm in the Sustainability Statement that a SWMP will be prepared and adhered to.	LP OS3	Wrap: https://wrap.org.uk/
3. Have you set recycling construction waste / reducing waste going to landfill?	Confirm the recycling and landfill your targets within the Sustainability Statement.		

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4. Are you taking steps to source construction materials that are sustainably sourced, sourced from local areas, 'healthy' materials (not environmentally sensitive, e.g. non-toxic) and robust?	Explain in the Sustainability Statement how local and sustainable construction materials will be sourced, and explain how the BRE Green Guide Specification has informed design decisions, where applicable.	LP OS3	<p>London Sustainable Design and Construction SPG: https://www.london.gov.uk/sites/default/files/gla_migrate_files_destination/Sustainable%20Design%20%26%20Construction%20SPG.pdf</p> <p>BRE Green Guide: https://www.bregroup.com/greenguide/podpage.jsp?id=2126</p> <p>The Alliance for Sustainable Building Products: https://asbp.org.uk/</p> <p>West Oxfordshire Design Guide 2: Sustainable Building Design: https://www.westoxon.gov.uk/media/nk5bv0v/12-design-guide-sustainable-building-design.pdf</p> <p>West Oxfordshire Design Guide 16; Greener Traditional Buildings: https://www.westoxon.gov.uk/media/thplpsay/16-design-guide-greener-traditional-buildings.pdf</p>

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5. Have you provided safe and convenient access, both within and outside of the development, for the recycling of waste?	Identify locations and areas allocated to waste recycling within a Sustainability Statement, cross referencing site and floor plans where appropriate.	LP OS3	Newham Waste Management Guidelines for Architects and Property Developers: https://www.newham.gov.uk/downloads/file/632/wastemanagementguidelinesarchitectspropertydevelopers
G Voluntary sustainability standards			
1. Are you pursuing a Building Research Establishment Environmental Assessment Method (BREEAM) certification for your non-domestic development?	Provide details of the BREEAM rating in the Sustainability Statement. Cross reference BREEAM pre-assessment, where applicable.		BREAAAM Technical Manual for Non-domestic Buildings: https://www.breeam.com/NC2018/content/resources/output/10_pdf/a4_pdf/print/nc_uk_a4_print_mono/nc_uk_a4_print_mono.pdf BREAAAM case studies: https://www.breeam.com/case-studies/

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2. Are you pursuing another sustainability accreditation and / or recognised sustainability principles?	Provide details of another sustainability accreditation and / or recognised sustainability principles in the Sustainability Statement.		Building with Nature: https://www.buildingwithnature.org.uk/about One Planet Living: https://www.bioregional.com/one-planet-living