



Sustainability Standards Checklist for Planning: Minor and Householder Applications

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 minor and householder applications, including those that seek to alter or enlarge a single house, and works within the boundary/garden of a house. It should be used for projects such as extensions, conservatories, loft conversions, dormer windows, garages, carports and outbuildings that do not fall within permitted development rights.

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.

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Sustainability standards	Compliance with the standards	Relevant policies	Industry guidance, good practice and case studies
A 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 measures in the Sustainability Statement.	LP OS3	

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3. Has flood risk been appropriately assessed and will you be implementing sustainable flood risk management?	<p>Summarise in the Sustainability Statement how flood risk has been assessed and sustainable flood risk management will be implemented.</p> <p>Cross reference the Flood Risk Assessment (FRA) and ecological reports, where applicable.</p>	LP OS3, OS4 EH7	<p>Future flood risk maps: https://flood-warning-information.service.gov.uk/long-term-flood-risk?_ga=2.37985379.1539273661.1597231849-1593929561.1586958755</p>
B 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>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. 	LP EH3	<p>Wildlife Assessment Check (tool for householders and small to medium-scale developers to understand when a survey may be required): 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>

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3. How will you compensate for any residual impacts?	Cross reference ecological assessments and species/habitat surveys, where appropriate.		<p>West Oxfordshire Wildlife and Biodiversity guidance: https://www.westoxon.gov.uk/planning-and-building/wildlife-and-biodiversity/</p> <p>National guidance on the natural environment, including the mitigation hierarchy: https://www.gov.uk/guidance/natural-environment</p> <p>Biodiversity and Planning in Oxfordshire: https://www2.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/environmentandplanning/countryside/naturalenvironment/Wholedocument.pdf</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> <p>DEFRA Hedgerow Survey Handbook: https://assets.publishing.service.gov.uk/government/uploads/system/upl</p>

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			<p>oads/attachment_data/file/69285/pb11951-hedgerow-survey-handbook-070314.pdf</p> <p>Ecological consultants: https://events.cieem.net/RegisteredPracticeDirectory/Registered-Practice-Directory.aspx</p> <p>CIEEM A Householders' 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>
4. Can you demonstrate that your development delivers a net gain in biodiversity on site and/or off-site?	Summarise the biodiversity net gain outcome in the Sustainability Statement.	LP EH3	<p>National guidance on biodiversity net gain: https://www.gov.uk/guidance/natural-environment</p> <p>The Biodiversity Metric 2.0 Calculation Tool: http://publications.naturalengland.org.uk/publication/5850908674228224</p> <p>West Oxfordshire's biodiversity guidance: https://www.westoxon.gov.uk/planning-and-building/planning-permission/make-a-planning-application/planning-application-supporting-information/</p>

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			CIEEM Biodiversity Net Gain Good Practice Principles for Development: https://cieem.net/resource/biodiversity-net-gain-good-practice-principles-for-development/
5. Are your proposals for biodiversity net gain ecologically meaningful and do they contribute towards Oxfordshire's emerging Nature Recovery Network?	Summarise how biodiversity net gain will be ecologically meaningful and contribute towards Oxfordshire's Recovery Network. Cross reference the Biodiversity Net Gain Strategy, where applicable.	LP EH3 NPPF paras 174 and 175	Emerging Oxfordshire Nature Recovery Network: https://www.wildoxfordshire.org.uk/biodiversity/oxfordshires-nature-recovery-network/
6. Does your proposal improve habitat connectivity and linkages to wildlife corridors, and does it incorporate wildlife features as part of a high-quality green infrastructure network?	Summarise in the Sustainability Statement how habitat connectivity and wildlife corridors will be improved, and wildlife features incorporated as part of a high-quality green infrastructure network.	LP EH3 and EH4	Building with Nature: https://www.buildingwithnature.org.uk/about CIRIA SuDS Manual: https://www.ciria.org/Memberships/The_SuDs_Manual_C753_Chapters.aspx Green Infrastructure: https://www.westoxon.gov.uk/media/dyduqtn/interim-green-infrastructure-study-june-2011.pdf

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	Cross reference: <ul style="list-style-type: none"> ● Green Infrastructure Strategy or equivalent ● Building with Nature assessment ● Surface water drainage strategy ● associated drawings. 		
7. Do your proposals include the planting of trees, woodland, scrub or orchard? 8. Have tree species been selected with consideration to climate change adaptation and mitigation?	Provide details of tree planting, woodland, scrub and/or orchards in the Sustainability Statement, and explain how tree species have been selected with consideration to climate change adaptation and mitigation. Cross reference ecological and landscape reports, and site plans, where appropriate		Oxfordshire Trees for the Future Project:: https://www.oxtrees.uk/mapping
9. Have you considered how	Summarise the long-term management and stewardship of		

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retained and newly created habitats will be managed in the long term and who will be responsible for this management?	habitats and green infrastructure assets in the Sustainability Statement, and who will be responsible for this management.		
10. Are you including two or more wildlife enhancement features from the list?	<p>Developments must include two or more wildlife enhancement features from the list below.</p> <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>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 <p>Bird and bat boxes:</p> <ul style="list-style-type: none"> • https://www.swift-conservation.org/Nestboxes&Attraction.htm#Built%20in

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	<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 • 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. 		<ul style="list-style-type: none"> • 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 <p>Wildlife ponds:</p> <ul style="list-style-type: none"> • https://freshwaterhabitats.org.uk/habitats/pond/ • https://freshwaterhabitats.org.uk/projects/clean-water/

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	<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 • 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>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.hedgeline.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 • https://www.gardeningknowhow.com/special/shade/woodland-garden.htm

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	<p>Cross reference ecological reports or site plans, where 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 accepted as an alternative to wildlife features on-site.</p>		<ul style="list-style-type: none"> • 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/
C Green and Active Travel			
I. Do you provide adequate space for the sheltered, safe, secure and well-lit cycle storage on the site?	Describe in the Sustainability Statement the cycle storage which will be provided on the site.	LP T1, T3	

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2. Within the design of a non-domestic development, have you provided a sufficient number of spaces to cycle storage?			
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 the charging of electric vehicles, scooters and/or bikes?	Provide details of infrastructure for the charging of electric vehicles, scooters and bikes in the Sustainability Statement, and how this is in line with the Oxfordshire Electric Vehicle Infrastructure Strategy (OEVIS).		Oxfordshire Infrastructure Electric Vehicle Strategy

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D Aligning with net-zero carbon			
1. Have you designed the fabric of the building to standards of ultra-low energy demand?	Explain in the Sustainability Statement how ultra-low energy demand will be achieved through design. Predictive energy modelling should be used, for example Passive House Planning Package, CIBSE TM54 or equivalent, and carried out with the intention of meeting target EUIs.	LP OS3	<p>LETI Climate Emergency Design Guide: https://www.leti.london/cedg</p> <p>Levitt Bernstein Easi Guide Passivhaus Design for Medium Density Housing Projects: https://www.levittbernstein.co.uk/site/assets/files/3553/passivhaus-easi-guide_screen_portrait.pdf</p>
2. 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.		

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3. Has your project been designed to have a zero-operational carbon balance and deliver 100% of energy consumption using renewables?	Explain in the Sustainability Statement how the development achieves a zero-operational carbon balance and delivers 100% of energy using renewables. Include total kWh/yr of energy consumption, accounting for both regulated energy and unregulated energy, of the building/s on the site and the total kWh/yr of energy generation by renewables to show that the zero-carbon operational balance is met.	LP EH6	
4. Have you considered the embodied carbon emissions of your project and taken steps to minimise these?	Explain in the Sustainability Statement how the development minimises embodied carbon emissions. Cross reference lifecycle modelling, carried out to assess embodied carbon.		<p>LETI Embodied Carbon Primer: https://www.leti.london/ecp</p> <p>Whole Carbon Lifecycle Assessment for Architects: https://www.architecture.com/-/media/gathercontent/whole-life-carbon-assessment-for-architects/additional-documents/11241wholelifecarbonguidancev7pdf.pdf</p> <p>BRE Green Guide to Specification: https://www.bregroup.com/greenguide/podpage.jsp?id=2126</p>

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5. Has thermal comfort and the risk of overheating been considered and have passive-design measures to mitigate for overheating risk been incorporated within the design?	<p>Explain in the Sustainability Statement how thermal comfort and the risk of overheating has been assessed, and how the passive design measures to mitigate for overheating risk have been prioritised over energy-intensive alternatives, and in compliance with Compliance with CIBSE TM52 for non-domestic buildings and CIBSE TM59 for domestic buildings.</p> <p>Cross reference thermal modelling, where appropriate.</p>		
E Sustainable construction, materials and waste			
I. Will the construction company be registered with the Considerate	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/

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Construction Scheme?			
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 targets for recycling construction waste / reducing waste going to landfill?	Confirm the recycling and landfill your targets within the Sustainability Statement.		
4. Are you taking steps to source construction materials that are local and sustainable?	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	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 BRE Green Guide: https://www.bregroup.com/greenguide/podpage.jsp?id=2126

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5. Have you provided safe and convenient access for waste recycling?	Provide details of safe and convenient access for waste recycling in the Sustainability Statement. Cross reference layout plans.	LP OS3	Newham Waste Management Guidelines for Architects and Property Developers: https://www.newham.gov.uk/downloads/file/632/wastemanagementguidelinesarchitectspropertydevelopers]
F 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.		BREEAM 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 BREEAM case studies: https://www.breeam.com/case-studies/
2. Are you pursuing another sustainability accreditation and / or recognised	Provide details of another sustainability accreditation and / or recognised sustainability		Building with Nature: https://www.buildingwithnature.org.uk/about

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sustainability principles?	principles in the Sustainability Statement.		One Planet Living: https://www.bioregional.com/one-planet-living