

EAST RENFREWSHIRE COUNCILCABINET21 June 2018Report by Director of EnvironmentPROPOSED PLANNING GUIDANCE – WASTE STRATEGY FOR NEW DEVELOPMENTS**PURPOSE OF REPORT**

1. The purpose of this report is to seek approval of the following Proposed Planning Guidance – Waste Strategy for New Developments (Appendix 1) for publication and consultation.

**RECOMMENDATIONS**

2. It is recommended that the Cabinet approves the Proposed Planning Guidance – Waste Strategy for New Developments for formal publication and consultation with the development industry.

**BACKGROUND**

3. Section 22 of the Town & Country Planning (Scotland) Act 1997, as revised, makes provision for the preparation of non-statutory planning guidance and this position is clarified in Circular 6/2013 Development Planning, paragraphs 146 to 148.

4. The purpose of guidance is to provide relevant advice and information on Council policies and topics. This Proposed Planning Guidance is intended to be an important tool in guiding and informing the Development Management process.

5. The Proposed Planning Guidance has been assessed through the Strategic Environmental Assessment screening process and it has been confirmed by the consultation authorities that the guidance is not likely to have any significant environmental effects. It is therefore considered that a full Strategic Environmental Assessment is not required.

6. An assessment of the potential environmental impacts of the proposed guidance was submitted during the screening process and influenced the content of the final version of the Proposed Planning Guidance.

7. The guidance is contained within Appendix 1 to this report.

**REPORT**

8. The adopted LDP (June 2015) contains Policy D1: Detailed Guidance for all Development. Criteria 11 of the policy identifies that “Developments should include provision for the recycling, storage, collection and composting of waste materials”. The attached Proposed Planning Guidance seeks to expand on this policy criteria to provide clear advice and direction for new developments. The guidance has been developed in conjunction with the Council’s Cleansing and Roads Services, with much of the content being influenced by the policies and working practices of these two Services.

9. The Proposed Planning Guidance identifies the key issues and seeks to provide information and advice to developers and decision makers to encourage good practice and to identify important matters to be considered in any planning application.

### **FINANCE AND EFFICIENCY**

10. There are no financial or efficiency matters arising from this report.

### **CONSULTATION**

11. It is intended that the Proposed Planning Guidance will be issued for a 6 week public consultation to allow full consideration of the proposed document.

12. The document has been subject to consultation with relevant Council Departments and any comments have been incorporated into the Proposed Planning Guidance.

### **PARTNERSHIP WORKING**

13. Preparation of the Proposed Planning Guidance is, and will continue to be, the subject of ongoing consultation with a wide range of stakeholders.

### **IMPLICATIONS OF THE PROPOSALS**

14. There are no other staffing, property, IT, sustainability or equalities issues at this point in time.

### **CONCLUSIONS**

15. The Proposed Planning Guidance – Waste Strategy for New Developments provides detailed information and guidance for considering planning applications and proposals.

16. The Strategic Environmental Assessment screening process informed the details of the document and relevant details have been included in the Proposed Planning Guidance.

### **RECOMMENDATIONS**

17. It is recommended that the Cabinet approves the Proposed Planning Guidance – Waste Strategy for New Developments for formal publication and consultation with the development industry.

Director of Environment

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June 2018

**BACKGROUND PAPERS**

**APPENDIX 1 – Proposed Planning Guidance – Waste Strategy for New Developments**

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# Proposed Planning Guidance

## Waste Strategy for New Developments

June 2018



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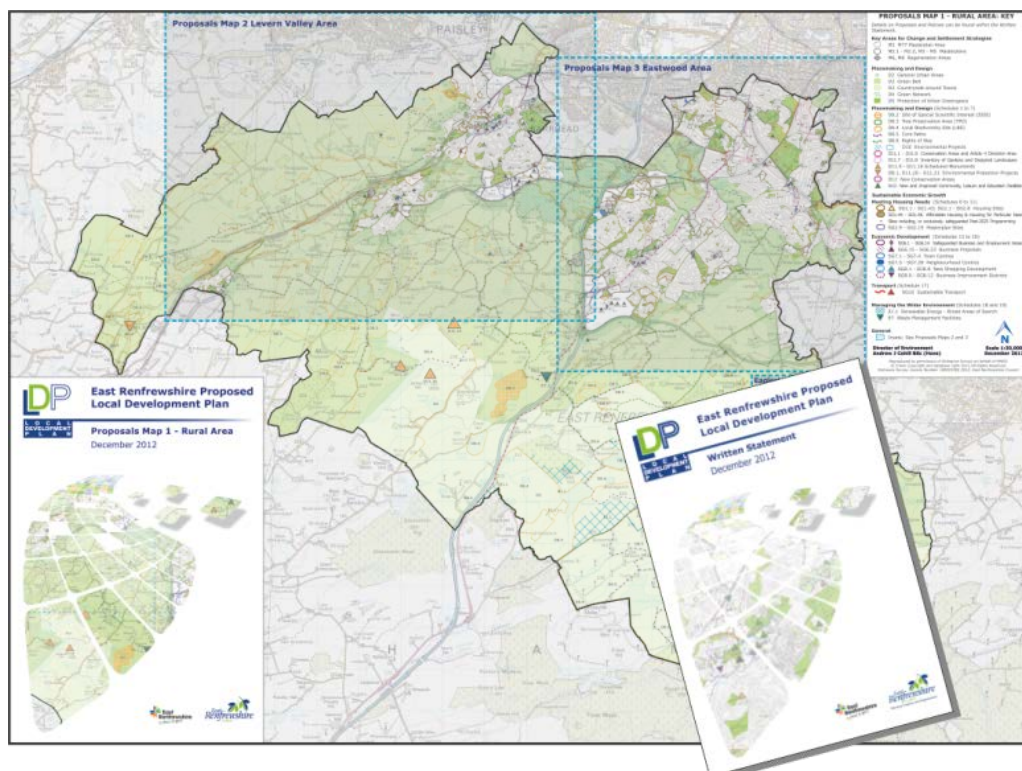
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## 1. FOREWORD

### 1.1. Introduction

- 1.1.1. This Planning Guidance on a Waste Strategy for New Developments has been prepared as Non Statutory Planning Guidance in line with Circular 6/2013 Development Planning. It identifies Council policies and procedures that have been put in place to ensure Scottish Government Zero Waste targets are met.
- 1.1.2. The Planning Guidance is intended as a tool to assist in positively planning for waste in new developments and is aimed at developers and those involved in the preparation of planning applications to ensure that a holistic approach is taken to the design of bin stores/waste storage at the outset of the design process.
- 1.1.3. **Part 1** of the guidance provides details of the main issues surrounding waste and waste storage, including Recycling provision/Adequate storage capacity, Access, Pollution, Safety, Visual impact.
- 1.1.4. **Part 2** identifies the specific context for East Renfrewshire, focusing on the key requirements for all developments, specifically residential and commercial developments.
- 1.1.5. **Part 3** focuses on what is expected from developers when putting together proposals prior to the submission of a planning application and the necessary steps required to meet the standards required by East Renfrewshire.



## 1.2. National/Local Context

- 1.2.1. The Scottish Government launched Scotland's first Zero Waste Plan in 2010. The Zero Waste Plan sets out the Scottish Government's vision for a zero waste society. This vision describes a Scotland where all waste is seen as a resource; through application of a waste hierarchy which ensures prevention, reuse, recycling and recovery before considering waste disposal.
- 1.2.2. The Zero Waste Plan for Scotland sets out how Scotland can move towards being a zero waste society. This does not mean that society will immediately stop throwing things away, but it does provide a focus for encouraging the most effective use of waste resources. An important part of achieving a zero waste Scotland is maximising reuse and recycling. Actions must be taken to increase the quantity and quality of materials collected for recycling. Recycling materials must be sorted into separate streams to avoid contamination with other wastes and materials.
- 1.2.3. The Zero Waste Plan sets out its vision for a zero waste society by focusing on a waste hierarchy with a target of 70% recycling and a maximum 5% to landfill for all Scotland's waste by 2025.
- 1.2.4. Developments should provide enough space for the storage and collection of waste – specifically recyclables, composting and residual waste – and access to such facilities. Planning conditions are already imposed on proposals likely to generate a significant amount of waste, including public houses, restaurants, medium to large-scale retail outlets and offices. However more could be done at the design stage to ensure that adequate provision is made for such facilities.
- 1.2.5. Local Development Plans have a part to play in minimising the impact that waste has on the public and the environment, ensuring that developments consider waste needs from the outset.

## 2. PART 1 - WASTE STRATEGY CONSIDERATIONS

### 2.1. Waste Storage

- 2.1.1. Provision for waste storage should be considered at the start of the design process to ensure that the most convenient locations are adopted and to avoid the risk that sites cannot physically accommodate the requisite facilities. This process can be assisted by liaison between the developers and planning, building standards, roads and cleansing officers. This document offers guidance on residential and commercial provision and on the recycling points which might be provided in new developments.



- 2.1.2. Some of the elements to be considered are the storage area, the collection area and movement between storage and collection areas and the collection vehicle. In some cases the place where waste is stored may also be the place from which it is collected.
- 2.1.3. The guidance focuses on the measures currently in place, although the possibility of introducing additional/alternative bins for waste types may be explored by the Council in future
- 2.1.4. The Council may develop further large waste recycling centres to handle the full range of recycling requirements that may be needed by householders, but these are beyond the scope of this Planning Guidance. Large scale facilities to deal with the residual waste which is not re-used or recycled, such as Energy from Waste plants, are also not in the scope of this guidance.
- 2.1.5. The Environmental Protection Act 1990 sets out duties and powers with respect to solid waste collection. Waste collection authorities have a duty to arrange for the collection of household waste in their area, (with some exceptions specified in the Act), and to collect commercial waste where requested by the occupier of the premises. The waste collection authority may require the occupier to place waste in receptacles of a kind and number specified, and at a designated collection point.

## 2.2. Main Issues

- 2.2.1. **Recycling provision/Adequate storage capacity** - Under the Waste (Scotland) Regulations 2012, East Renfrewshire Council must provide a comprehensive kerbside recycling service to all residents. Bin storage areas must be large enough to accommodate the number of bins required to meet these requirements, even where bins are shared.
- 2.2.2. **Access** - Design for easy and convenient access for both waste producers and those who collect the waste is vital. Good access will promote recycling and allow for efficient waste collection services.
- 2.2.3. **Pollution** - Waste materials can be hazardous, create bad odours and/or attract vermin. It is essential that any design and layout considers the potential impact on neighbouring properties.
- 2.2.4. **Safety** - Poor waste storage can have an impact of human health. Consideration should be given to fire safety, ventilation, drainage and security at the design stage to ensure that any negative consequences are avoided or minimised.
- 2.2.5. **Visual impact** - Waste and recycling bins and containers have an impact on the streetscape and can detract from the amenity of a local area. External bin storage areas should be considered and constructed of materials in keeping with the surroundings and, where possible, screened by planting, walls or fencing. However, this should not interfere with important lines of sight for motorists.



### 3. PART 2 - KEY REQUIREMENTS FOR EAST RENFREWSHIRE

#### 3.1. All developments

3.1.1. East Renfrewshire Council operates a comprehensive kerbside collection service for waste and recycling throughout the area, as part of its statutory duty. This includes the collection of residual or landfill waste, as well as separate collections of garden and food waste, paper/cardboard/cardboard lined cartons and glass/cans/plastics. This service is delivered to properties throughout the area including all flatted and communal developments. Some 300 rural properties do not receive recycling collections as there is currently no duty on the Council to offer this service.

3.1.2. Presently this consists of:

Materials	Container & capacity	Frequency
Residual /landfill waste	240 litre wheeled bin (grey)*	Once every 3 weeks
Food and garden waste	240 litre wheeled bin (brown)**	Weekly
Mixed plastics, glass and cans	240 litre wheeled bin (green)	Once every 3 weeks
Paper, cardboards and cartons	240 litre wheeled bin (blue)	Once every 3 weeks

\* *grey bins are limited to one bin per household unless specific criteria are met.*

\*\* *brown bins are limited to one bin per household with no concessions to this policy.*

3.1.3. New developments should be designed to accommodate a minimum of 4 wheeled bins per household. Flatted properties are in receipt of a similar service but communal, larger bins may be used for each of the above waste streams.

3.1.4. In the event developments are served by a private road it should be noted that the collection point for waste storage containers must be from an area no more than 15 metres from the collection point, and with suitable and sufficient hard standing to facilitate collection between the store and the collection vehicle. Council collection vehicles will not access private roads or driveways. In these circumstances a road-end collection point should be designed to store the bins awaiting collection.

3.1.5. In addition under no circumstances will refuse collection points be entered through or by a communal close or shared entry arrangement.

### 3.2. Residential

- 3.2.1. **Collection point** - Generally, waste collection is offered at the kerbside. Developers should ensure that sufficient space is incorporated within their development for the placement of wheeled bins/waste containers at the curtilage of their properties on collection days, and that the route between the storage area and collection point is free from steps, kerbs or other obstructions, e.g. chippings, ornamental walls, with a gradient of no more than 1:12, be non-slip and a minimum of 2 m wide. The route should have foundations and a hardwearing surface that will withstand the loading imposed by wheeled containers.
- 3.2.2. The distance collectors should have to cover in respect of transporting waste containers to and from the collection vehicle should be minimized to achieve an economical service. The collector should not normally be required to move two-wheeled containers (240 litre bins), for a distance of more than 15 m, from the collection point to collection vehicle. Design that discourages the presentation of bins/waste containers onto the road or in front of vehicular access to properties is required.
- 3.2.3. Particular consideration should be given to this issue where communal bins for flatted properties are proposed. In these instances, the collection point may also be the storage area itself so this should be planned as close to the kerbside as possible. The collector should not normally be required to move four-wheeled waste storage containers (>240 litre bins) for a distance of more than 10m, from the collection point to collecting vehicle. Please note a design for a bin store/area which requires one bin to be moved in order to reach another will not be acceptable. This is not to be confused with a bin storage area where an individual household has a bin. In such cases households will be expected to present their bin to the kerbside.
- 3.2.4. For new properties which will be served by a private road or by a cul-de sac with no suitable turning for a standard refuse collection vehicle, the collection point for waste and recycling bins will be at the road-side by the adopted/accessible road. Collection vehicles will not access private roads or unsuitable cul-de-sacs. In these circumstances a road-end collection point should be designed to store the bin(s) awaiting collection. An adjacent storage area designed to not block the pavement should be provided where a large number of households use the same collection point.
- 3.2.5. Waste storage points should be sited within 30m (excluding any vertical distance) from each dwelling.

- 3.2.6. **Waste and recycling containers/bins** - Developers are currently provided with bins for non-recyclable, garden and food waste, and recycling. There is a charge for the provision of bins and further information is given on the Council website.  
[www.eastrenfrewshire.gov.uk/replacement-bins](http://www.eastrenfrewshire.gov.uk/replacement-bins)  
 In flatted properties, where it is likely that residents will share communal bins, the developer may opt for larger bins (660l or 1280l). Developers should make their intentions with respect to which bins they wish to be supplied in order that the Cleansing section can ensure that these can be supplied prior to occupancy.  
[cleansing&recycling@eastrenfrewshire.gov.uk](mailto:cleansing&recycling@eastrenfrewshire.gov.uk)
- 3.2.7. **External Bin Storage Space Requirements** - For individual houses, including detached, semi-detached and terraced properties, developers should ensure that there is sufficient external storage space for four standard 240 litre wheeled bins per household. The area should be a hard, impervious, free draining surface with no steps between the storage area and the kerbside collection point.
- 3.2.8. For flats and communal properties, developers should consider communal bins where individual bins are not possible. In such instances, provision should be made to ensure that households have equal or sufficient capacity for waste and recycling containment. Guidance can be sought by email: [cleansingandrecycling@eastrenfrewshire.gov.uk](mailto:cleansingandrecycling@eastrenfrewshire.gov.uk)
- 3.2.9. **Bin stores/areas** - A bin store or storage area should be evident in designs for all households, irrespective of whether these are individual or communal properties. The following should be taken into account:
- Adequate lighting - natural or artificial
  - Good ventilation
  - Smooth, easy to clean floor
  - Suitable drainage, with water discharging into a sewer, should be installed to allow the washing of bins. Similarly, nearby access to a water main should be provided.
  - If roofed, height of bin store should allow bin lids to open fully
  - Any doors should have the ability to be secured in an open position to allow easy movement of bins.
  - Doorways to storage areas should be wide enough for easy passage of wheeled containers (width shown above) with 200mm of clearance required on either side.
- 3.2.10. A minimum clear space of 150 mm between individual containers and between containers and surrounding walls will ensure satisfactory positioning.
- 3.2.11. If required, metal protection plates should be fitted to door and doorframes to prevent damage to woodwork and/or access to pest.

- 3.2.12. The dimensions of standard bins can be found below. This may assist developers to ensure the bin storage area/store is an adequate size.

Volume (Litres)	Height (mm)	Width (mm)	Depth (mm)
240l	1070	585	740
660l	1340	1260	790
1280l	1470	1260	990

- 3.2.13. Developers should consider providing collection blocks without either gates or doors to facilitate access. However where a developer would prefer to include a gate or door, for design purposes this should be of a simple latch type arrangement without a locking device to ensure easy access for both collectors and residents. For safety reasons these gates must open inwards.

*The above requirements are in accordance with British Standard 5906:2005 Waste Management in Buildings Code of Practice.*

- 3.2.14. **Flexible approach** - In areas where considerable new development is proposed, opportunities may arise for more communal waste management and collection facilities, given that a large number of waste storage bins may not be the most appropriate or desirable solution. In these instances a greater flexibility in the type of receptacle, to minimise visual impact, may be required. The Council's Cleansing Service should be consulted on any alternative storage requirements to ensure that the Council's current fleet, infrastructure and collection system are compatible.

- 3.2.15. **Road Standards** - Road design and layout standards must take account of the Council's access requirement for waste collection vehicles. General principles are:

- All public roads should be designed to discourage indiscriminate parking which may hinder a collection vehicle from safe access to service bins. The Roads Service will examine the roads layout of new developments with this in mind.
- The layout of roads should be such as to ensure reasonable convenience for the collecting vehicle and the collectors. The general carriageway width for residential roads is 5.5metre (6 metres for potential bus routes) which may reduce to 3.5 metres where road narrowings are used as a traffic calming feature.
- Preclude the need for vehicles to reverse on the public road.

- 3.2.16. The Health & Safety Executive Guidance advises that local authorities 'work with planners to reduce the need for reversing and build in turning circles and roads that are wide enough.' (HSE Waste Industry Safety & Health Guidance 23).



- 3.2.17. Turning circles are important for operating collection vehicles and consideration should be given to manoeuvring requirements. The preferred turning circle radius for a residential development is a minimum of 10.5 (21m diameter).
- 3.2.18. Developers have to design layouts which function effectively on all roads. The Council's Cleansing & Recycling services are following the protocol of no reversing on a public road. Therefore the layout of developments has to be designed to facilitate the movement of refuse collection vehicles in a forward gear. The designer must be aware that designs which do not enable this protocol to be carried out will be unlikely to be considered favourably
- 3.2.19. Developers should note that waste collection vehicles will not access roads that do not meet the standard for adoption. For phased development, where properties are to be occupied prior to the adoption of roads, it may be necessary to make temporary arrangements for the storage and collection of waste and recycling at the boundary of the development.



### 3.3. Commercial

- 3.3.1. Bin provision, storage requirements and collection frequency for businesses will vary greatly dependent on business type and size. However, all businesses are required to have adequate space to allow for the safe separation and storage of waste and recycling.
- 3.3.2. The Waste (Scotland) Regulations 2012 require all businesses operating in Scotland to present key recyclables, specifically paper and card, glass, metals, and plastics for recycling. For businesses working in food retail, food production, or preparation, a separate food waste collection will also be required.
- 3.3.3. The storage area for bins must meet health and safety requirements for access, lighting and ventilation and also be secure to prevent vandalism and fly-tipping. In all cases an appropriate bin storage area should be designated. This will either be contained within the premises or in an appropriate shelter or out-building (where collection crews can gain access). Please note that it is preferable in the case of food premises that bins are stored away from kitchen and food preparation areas in order to minimise pest attraction and odours. Commercial bins will not be stored or collected from on-street locations, private roads or lanes, car-parks or areas of public amenity. Moving forward, East Renfrewshire Council will seek to address bin storage on streets and in areas of public amenity, in order to reduce the visual impact and deter fly-tipping.
- 3.3.4. All commercial premises are required to enter into a commercial waste agreement with a registered waste carrier for the collection and disposal of their waste. While local businesses are not obliged to contract with East Renfrewshire Council for the management of their waste, developers are encouraged to consult with the proposed service provider for guidance and recommendations in terms of storage capacity. Where the developer or business does not yet know their service provider, it is recommended that they contact the Council for guidance:  
[cleansing&recycling@eastrenfrewshire.gov.uk](mailto:cleansing&recycling@eastrenfrewshire.gov.uk)
- 3.3.5. **Recycling Points** - Premises which are likely to be visited by large numbers of people, for example, a retail park or supermarket, especially where car parking facilities are provided, may be expected to provide space for a recycling point. Again, guidance can be sought by contacting [cleansing&recycling@eastrenfrewshire.gov.uk](mailto:cleansing&recycling@eastrenfrewshire.gov.uk).
- 3.3.6. **Mixed commercial & household premises** - In developments where there is a proposal for mixed commercial and household buildings, there should be strict separation of waste to ensure that commercial waste does not enter the household waste stream.

## 4. PART 3 - EXPECTATIONS FOR DELIVERY

### 4.1. Considerations for applications

- 4.1.1. Policy D1 of the Adopted East Renfrewshire Local Development Plan highlights waste in points 11 and 12, and this expands on these issues to provide clarity and certainty to developers.
- 4.1.2. Space for storage of general waste, recycling and composting should be shown on a plan. It should be demonstrated how storage of bins to the front of properties has been discouraged. The points for the collection of waste should also be indicated and to demonstrate that this will not impact on the quality of the street environment. Plans may include space for storage within the home, storage in private gardens and communal storage. Carry distances should also be specified. The Council's Cleansing Service will be consulted on such plans. Any approval will likely contain conditions relating to bin locations and roads requirements.



**Policy D1: Detailed Guidance for all Development**

Proposals for development should be well designed, sympathetic to the local area and demonstrate that the following criteria have been considered, and, where appropriate, met. In some cases, where the criteria have not been met, a written justification will be required to assist with assessment.

1. The development should not result in a significant loss of character or amenity to the surrounding area;
2. The proposal should be of a size, scale, massing and density that is in keeping with the buildings in the locality and should respect local architecture, building form, design, and materials;
3. The amenity of neighbouring properties should not be adversely affected by unreasonably restricting their sunlight or privacy. Additional guidance on this issue is available in the Daylight and Sunlight Design Guide Supplementary Planning Guidance;
4. The development should not impact adversely on landscape character or the green network, involve a significant loss of trees or other important landscape, greenspace or biodiversity features;
5. Developments should incorporate green infrastructure including access, landscaping, greenspace, water management and Sustainable Urban Drainage Systems at the outset of the design process. Where appropriate, new tree or shrub planting should be incorporated using native species. The physical area of any development covered by impermeable surfaces should be kept to a minimum to assist with flood risk management. Further guidance is contained within the Green Network and Environmental Management Supplementary Planning Guidance;
6. Development should create safe and secure environments that reduce the scope for anti-social behaviour and fear of crime;
7. Developments must be designed to meet disability needs and include provision for disabled access within public areas;
8. The Council will not accept 'backland' development, that is, development without a road frontage;
9. Parking and access requirements of the Council should be met in all development and appropriate mitigation measures should be introduced to minimise the impact of new development. Development should take account of the principles set out in 'Designing Streets';
10. Development should minimise the extent of light pollution caused by street and communal lighting and any floodlighting associated with the development;
- 11. Developments should include provision for the recycling, storage, collection and composting of waste materials;**
- 12. Where possible, all waste material arising from construction of the development should be retained on-site for use as part of the new development;**

13. *Where applicable, new development should take into account the legacy of former mining activity;*
14. *Development should enhance the opportunity for and access to sustainable transportation, including provision for bus infrastructure, and particularly walking and cycle opportunities including cycle parking and provision of facilities such as showers/lockers, all where appropriate. The Council will not support development on railways solums or other development that would remove opportunities to enhance pedestrian and cycle access unless mitigation measures have been demonstrated;*
15. *The Council requires the submission of a design statement for national and major developments. Design statements must also be submitted in cases where a local development relates to a site within a conservation area or Category A listed building in line with Planning Advice Note 68: Design Statements.*
16. *Where applicable, developers should explore opportunities for the provision of digital infrastructure to new homes and business premises as an integral part of development.*

## 4.2. Processing applications

- 4.2.1. The following Planning consents may be required for new developments, where, waste storage and collection will be considered.
- a) Planning Permission in Principle, followed by Approval of Matters Specified in Conditions; or
  - b) Detailed planning permission;
- 4.2.2. A key aim of the Planning Service is to front-load the process and undertake pre-application discussions that will deal with matters of principle and reach a form of agreement between all parties. When planning applications are submitted, they should then provide sufficient detail and require less change or delay. Similarly, early discussion will ensure provision of enough detail on the waste strategy for the development including bin locations, street layouts, alignments, junction spacing, proposed materials, traffic routes, drainage and flood risk assessments to address the requirements for any subsequent Roads Construction Consent, whilst adhering to the principles agreed at pre-application stage, and post attainment of planning approval.



**Proposed Process: A Design Led Approach**

**Scottish Government:** “Pre-application discussions and processing agreements should identify upfront the information to be required in support of an application and when it will be submitted and considered. Those involved should ensure any requirements for additional information are necessary, proportionate and are clearly scoped to avoid unnecessary costs to applicants and public bodies. Likewise, submissions should be focussed and fit for purpose”

***This process will differ slightly with each application but the process is indicative of requirements at each stage. Early dialogue with Planning and Roads officials is advised.***

**Stage 1: Pre-applications**

The Applicant should consider all relevant policies and guidance, including this Planning Guidance. The initial design solution/approach to development should bear in mind national and local policy requirements, ensuring cognisance is taken of the user hierarchy and explanation of how this will be addressed. Residential design and layout is a significant material consideration in new development proposals and the Council will pay close attention to design. Access to the site and the internal street design options should be considered alongside potential surfacing materials – particularly if shared surfaces are proposed. Long term maintenance requirements should also be considered.

**Stage 2: Planning Applications****Route A – Planning Approval in Principle**

Based on pre-application discussions, the applicant submits an Application in Principle. Include all necessary technical information Roads and Planning officers are to agree the terms of any conditions that may be needed for consent. Roads department to consider the principles in the application and highlight issues of detail that must be addressed within the ‘Stage 2’ or any subsequent RCC application. All parties to ensure SEPA and Scottish Water are aware and in agreement with proposals in relation to their interests Planning and Roads to both confirm acceptability (or not) of proposals – any issues to be highlighted for resolution by developer. Planning Approval in Principle is given (if appropriate). This will then be subject to Approval of Matters Specified in Conditions and will govern the acceptance of the *principles* of a RCC. Approval of Matters Specified in Conditions will ensure onward management of the process.

**Route B – Detailed Planning Permission**

Detailed Planning application submitted

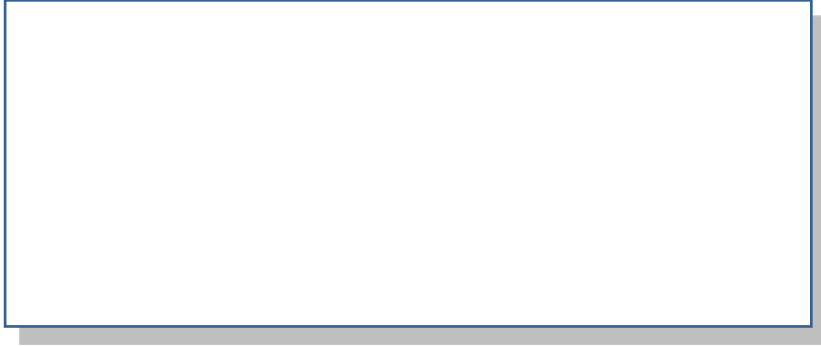
Detailed plans submitted

Design and Access Statement required

Layout to be fixed and approved for subsequent ‘Stage 2’ detailed RCC application

## 5. CONTACT DETAILS

For further advice on this Planning Guidance and its application, please contact:





**Appendix 1 - Early Engagement**

**STAGE 1: PRE-APPLICATION - EARLY ENGAGEMENT ESSENTIAL**

*If it is a 'major' development, a Proposal of Application Notice and formal public consultation is required ([www.eastrenfrewshire.gov.uk/preapplication-consultation](http://www.eastrenfrewshire.gov.uk/preapplication-consultation)).*

*Also if it is a 'major' development, the developer is encouraged to enter a processing agreement with the Council ([www.eastrenfrewshire.gov.uk/planning-permission](http://www.eastrenfrewshire.gov.uk/planning-permission)).*

*In all cases, as much as possible should be agreed at this early stage.*

**Route A: Planning approval in Principle - Key requirements**

<p><b>Applicant to</b></p> <ul style="list-style-type: none"> <li>✓ Submit location plan with site boundary to the Council</li> <li>✓ Give a description of the development including housing numbers and preferably an indicative layout</li> <li>✓ Submit for an EIA Screening Opinion, and seek agreement on scoping, where required</li> <li>✓ Establish what reports, surveys and information will be required at planning application stage e.g. transport assessment, protected species, ecology, trees, archaeology, air, Landscape and Visual Impact Assessment (link to Supporting Information Requirements on website). Also seek agreement with the Council on the scope of any necessary reports.</li> <li>✓ Send relevant documents to the statutory consultees</li> <li>✓ Take into account the views expressed by the Council and consultees</li> </ul>	<p><b>Council to:</b></p> <ul style="list-style-type: none"> <li>✓ Host a meeting with the applicant and provide comments on the submitted plans</li> <li>✓ Advise on the range and scope of any necessary supporting documents</li> <li>✓ Consult with internal services and external consultees where appropriate</li> </ul>
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**Route B: Detailed Planning Permission Route - Key requirements**

<p><b>Applicant to:</b></p> <ul style="list-style-type: none"> <li>✓ Submit location plan with site boundary to the Council</li> <li>✓ Submit draft layout plans, initial elevations, sections, street scenes, and building types</li> <li>✓ Submit a draft Design and Access Statement* which included information on how the development complies with this Planning Guidance</li> <li>✓ Indicative Landscape Strategy</li> <li>✓ Submit for an EIA Screening Opinion, and seek agreement on scoping, where required</li> </ul>	<p><b>Council to:</b></p> <ul style="list-style-type: none"> <li>✓ Host a meeting with the applicant and provide comments on the submitted plans</li> <li>✓ Advise on the range and scope of any necessary supporting documents</li> <li>✓ Consult with internal services and external consultees where appropriate</li> </ul>
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<ul style="list-style-type: none"> <li>✓ Establish what reports, surveys and information will be required at planning application stage e.g. transport assessment, protected species, ecology, trees, archaeology, air, Landscape and Visual Impact Assessment and seek agreement with the Council on the scope of any necessary reports.</li> <li>✓ Send relevant documents to the statutory consultees</li> <li>✓ Take into account the views expressed by the Council and consultees</li> </ul>	
<p><b>Roads - Early Engagement</b></p> <p><i>It is accepted that by front loading the RCC process, time and costs for applicants and the council may be incurred at an earlier stage. The first pre-application meeting will focus on determining the appropriate level of information required, but may require:</i></p>	
<p><b>Applicant</b> to submit:</p> <ul style="list-style-type: none"> <li>✓ Access points for agreement</li> <li>✓ Travel Plan</li> <li>✓ Outline standards for Roads construction.</li> <li>✓ Transport Assessment Form-outline</li> <li>✓ Draft Transport Statement – scoping to follow</li> <li>✓ Parking provision and methodology</li> <li>✓ Draft combined Drainage Strategy and Flood risk assessment.</li> <li>✓ Accident data/crash reports</li> </ul>	<p><b>Council</b> to:</p> <ul style="list-style-type: none"> <li>✓ Respond to the principles submitted</li> <li>✓ Identify any issues with respect to transport and traffic matters that require resolution</li> <li>✓ Outline any requirement to survey traffic/speed</li> </ul>

**STAGE 2 : COMMENCE STATUTORY PROCESS**

*Timings and content of application to be as set out in any signed Processing Agreement*

**Planning approval in Principle Route - Key requirements**

<p><b>Applicant to:</b></p> <ul style="list-style-type: none"> <li>✓ Submit location plan and site boundary, preferably with indicative site layout</li> <li>✓ Submit Pre-application Consultation Report if a major development</li> <li>✓ Submit other supporting reports, surveys and statements as agreed in advance</li> </ul>	<p><b>Council to:</b></p> <ul style="list-style-type: none"> <li>✓ Undertake formal consultation process with the public and consultees</li> <li>✓ Consider Heads of Terms for any required Legal Agreement</li> <li>✓ Assess the application and make its delegated decision or report to committee (by agreed date if there has been a processing agreement)</li> <li>✓ Issue decision (once legal agreement is signed if appropriate)</li> </ul>
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**Planning Approval in Principle**, if approved, will always be granted subject to **Approval of Matters Specified in Conditions** (AMSICs), and possibly a legal agreement  
**GREEN LIGHT** for the *principle* of development  
 AMSICs still to be approved – see below

**Detailed Planning Permission Route - Key requirements**

<p><b>Applicant to:</b></p> <ul style="list-style-type: none"> <li>✓ Submit location plan, layout plans, elevations, sections, street scenes, building types, levels and details as appropriate</li> <li>✓ Submit detailed internal road layouts (as agreed at an earlier stage)</li> <li>✓ Detailed layout to meet the standards as set out in Council policy and guidance and as advised by the Council and consultees in advance</li> <li>✓ Submit Design and Access Statement* which included information on how the development complies with this Planning Guidance</li> <li>✓ Submit Pre-application Consultation Report if a major development</li> <li>✓ Submit other supporting reports, surveys and statements as agreed in advance</li> </ul>	<p><b>Council to:</b></p> <ul style="list-style-type: none"> <li>✓ Undertake formal consultation process with the public and consultees</li> <li>✓ Consider Heads of Terms for any required Legal Agreement</li> <li>✓ Assess the application and make its delegated decision or report to committee (by agreed date if there has been a processing agreement)</li> <li>✓ Issue decision (once legal agreement is signed if appropriate)</li> </ul>
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**Detailed consent**, if approved, is likely to be subject to conditions, and possibly a legal agreement.  
**GREEN LIGHT** for development  
 Conditions likely still to be signed off – see below

**Roads Construction Consent**

**Applicant** to submit:

- ✓ Completed RCC form
- ✓ Detail of proposed access points
- ✓ Transport Assessment / Transport Statement
- ✓ Parking provision and methodology
- ✓ Safety audit
- ✓ Swept path analysis
- ✓ Drainage Impact Assessment, Drainage Strategy and Flood Risk Assessment
- ✓ Off site enhancements identified if required
- ✓ Details of materials and surfacing
- ✓ Draft lighting strategy

**Roads response built into Planning report. Layout and geometry prime considerations**

Planning conditions will include matters of detail in respect of road issues. Agreement of conditions will be subject both the planning and roads services.

Drainage Impact Assessment and Flood Risk Assessment must be signed off in advance.

**GREEN LIGHT** for *principle* of roads design.

**STAGE 3 : POST PLANNING APPROVAL REQUIREMENTS****Approval of Matters Specified in Conditions - Key requirements**

**Applicant** to submit for approval the items specified in the planning approval in principle, likely to include:

- ✓ Detailed plans, elevations, sections, street scenes, building types, levels and other details as appropriate
- ✓ Detailed internal road layouts
- ✓ Detailed layout to meet the standards as set out in Council policy and guidance and as advised by the Council and consultees in advance
- ✓ Design and Access Statement\* which included information on how the development complies with this Planning Guidance
- ✓ Submit other supporting reports, surveys and statements as agreed in advance

**Council to:**

- ✓ Undertake formal consultation with consultees and Neighbour Notification
- ✓ Assess the application(s) and make a delegated decision or report to committee (by agreed date if there has been a processing agreement)
- ✓ Issue decision (once legal agreement is signed, if appropriate)

**Conditions - Key requirements**

**Applicant** to submit for approval the items specified in the conditions attached to the grant of Planning Permission, likely to include:

- ✓ Detail of external materials to be used
- ✓ Conditions relating to technical roads issues (see next column)

**Council to:**

- ✓ Sign off and agree all matters specified in the conditions

**RCC detail**

**Applicant** to submit for approval:

- ✓ Construction details
- ✓ Internal Layout
- ✓ Detail of materials
- ✓ Finalised lighting strategy
- ✓ Street furniture detail
- ✓ Geometry and levels
- ✓ Signs and lining
- ✓ Drainage agreed
- ✓ Utilities agreed

Cleansing requirements to be approved

Environmental Health requirements to be approved.

Any Legal Agreements to be concluded

**Process concluded, signalled by:**

- Planning approvals issued, AMSICs approved or conditions accepted
- Section 75 Agreement, where relevant, agreed and signed
- RCC issued, Roads Agreements such as S.48, S.56, and S96 Agreements concluded.

Applicant to submit *Notice of Initiation of Development* to the Council and development commences on site

- \* *A Design and Access Statement as defined under The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008 as: " a document containing both a design statement and written statement about how issues relating to access to the development for disabled people have been dealt with"*