

# SUPPLEMENTARY GUIDES

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## GUIDE SG 1 ENVIRONMENTAL IMPACT ASSESSMENTS

### CONTEXT AND JUSTIFICATION

#### LEGISLATION

The Environmental Impact Assessment (Scotland) Regulations 1999 derive from an EC directive (number 85/337/EEC, amended by directive number 97/11/EC). The Regulations set out the statutory procedures, list the types of project to which they apply, specify the information to be contained in an Environmental Statement and provide criteria for deciding whether projects are likely to have significant environmental effects. The Regulations seek to ensure that a decision to grant planning consent is taken in the full knowledge of any significant effects the proposal may have on the environment.

#### PURPOSE

An Environmental Impact Assessment (EIA) is intended to identify the environmental effects, both positive and negative, of development proposals. It aims to prevent, reduce and offset any adverse environmental impacts. It will include any other necessary assessments. The Council will, therefore, have regard to the above Regulations.

#### PROCESS

Key stages in the EIA process include the following:

- screening;
- scoping; and
- the Environmental Statement.

Screening: If the proposed development falls within Schedule 1 of the Regulations, an EIA is always required. If it is listed in Schedule 2 of the Regulations, an assessment must be made about whether the development is likely to have significant environmental effects. Schedule 2 projects will generally need an EIA if they are:

- major developments of more than local importance;
- developments that are proposed for environmentally sensitive or vulnerable locations; or
- developments with unusually complex and potentially hazardous environmental effects.

Schedule 3 of the Regulations sets out detailed criteria for assessment.

Scoping: The Council will encourage developers to undertake a scoping exercise and will co-operate with any requests in this respect.

The Environmental Statement: This provides the developer's statement on the project, its likely environmental effects and the measures proposed to mitigate adverse effects. Schedule 4 of the Regulations specifies the information that must be included.

#### Note:

Planning Advice Note 58: Environmental Impact Assessment (PAN 58) and the Environmental Impact Assessment Regulations (Scotland) 1999 and its accompanying Circular, 15/1999, should be consulted prior to preparing an EIA.

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## GUIDE SG 2 FLOOD RISK ASSESSMENTS

### CONTEXT AND JUSTIFICATION

The Council has a duty to monitor watercourses and, where they are in a condition likely to cause flooding, to act to reduce the risk of flooding to existing and new development, particularly in residential areas. Advice on what the Council should consider in terms of the statutory planning process is set out in National Planning Policy Guideline 7: Planning and Flooding (NPPG 7).

This guidance is based on Annex B of the Council for Scottish Local Authorities/Scottish Environmental Protection Agency Protocol on Flooding Issues. It deals only with the commissioning and undertaking of flood risk assessment studies at particular sites or over particular areas. It does not relate to studies of potential flood risk alleviation measures.

Flood risk assessments may be of a relatively minor nature, evaluating a small development on a low-risk site with minimal secondary effects, or may comprise major basin-wide studies for significant infrastructure developments. Preliminary or scoping studies may be required prior to a fuller assessment being undertaken.

### ASSESSMENTS

The detail and technical complexity of a flood risk report will reflect the scale and potential significance of the study but, in all cases, whenever a flood risk assessment is undertaken for any location, the resulting report should address, as a minimum, the following requirements:

1. A location plan at an appropriate scale that includes geographical features, street names and identifies all water courses or other bodies of water in the vicinity. This should include drainage outfalls and, if necessary, cross-refer to their operational arrangements in the body of the report.
2. A plan of the site showing levels related to Ordnance Datum, both prior to and following development.
3. A more detailed indication, if appropriate, of flood alleviation measures already in place and of their state of maintenance and performance.
4. An assessment of the source of potential flooding - riverine, tidal or a combination of the two. This will determine whether combined probabilities need to be considered.
5. A plan of the site with existing information on the extent and depth of flood events or on flood predictions. Information may be anecdotal, photographic, survey results or model estimates. The events should be identified with date/time, source of the data and supporting information provided on any of the following:
  - rainfall and/or return period;
  - probability of occurrence of the flood or storm surge event; or
  - a combination of all of these.

Recorded data are particularly valuable and, if available, should be highlighted along with evidence of any observed trends in flood occurrence. Any changes that have taken place since the last event should be identified.

6. A plan and description of any structures that may influence local hydraulics. This will include bridges and pipes/ducts crossing the watercourses together with culverts, screens, embankments or walls, overgrown or collapsing channels and their likelihood of choking with debris.
7. An assessment of the return periods or probabilities and any observed trends and the extent and depth of floods for the location and, if appropriate, routes and speed of water-flow. At this stage, best estimates, based on the most up-to-date findings, should also be made of climate change impacts on probabilities. Depending on the nature of the proposed development, it may be necessary to extend the assessment to the 0.2% probability, or 500-year flood, inclusive of climate change predictions.

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8. A cross-section of the site showing finished floor levels or road levels, or other relevant levels, relative to the source of flooding and to anticipated water levels and associated probabilities.
9. An assessment of the likely rate or speed at which flooding might occur, the order in which various parts of the location or site might flood and the likely duration of flood events.
10. An assessment of the hydraulics of any drains or sewers, existing or proposed, on the site during flood events. The methodology for assessment must be clearly stated.
11. An estimate of the volume of water that would be displaced from the site for various flood levels following development of the site.
12. An assessment of the likely impact of any displaced water on neighbouring or other locations that might be affected subsequent to development. This should address the potential for change in the flooding regime both upstream and downstream of the site due to ground raising or flood embankments.
13. An assessment of the potential impact of any development on fluvial or coastal morphology and on the likely longer-term stability and sustainability.

### GENERAL REQUIREMENTS FOR UNDERTAKING NUMERICAL MODELLING

It is likely that many flood risk assessments will require hydrological and/or hydraulic modelling. The following generic requirements represent good practice in undertaking numerical modelling. The sophistication, cost and safety implications of any development proposal should be reflected in the complexity, scope and precision of the models applied, the range of scenarios studied and the amount and range of input data collected. For flood risk modelling, it is particularly important to justify the type of model used (e.g. dynamic or steady-state) and to describe and list the input data. On occasions, data may have to be estimated by reference to neighbouring, or hydrologically similar, catchments and the methods applied must be clearly stated and their limitations emphasised.

The report of any modelling study should address all the following requirements at an appropriate level of detail.

1. Statement of objective - to explain clearly the situation being modelled and the objectives of the modelling study, including details of the output required from the model.
2. Justification of the model - to demonstrate that it is suitable for this study, including examples of previous applications in similar circumstances.
3. Technical description of model - history of the model, development history, published articles, details of the conversion of the model into a software package. Details of the experience and training of the model users.
4. Data - a model is only as good as the source data. The data required for the model must be clearly defined.
5. Data collection - all relevant data collection and measurement techniques should be quoted, including expected errors and relevant quality assurance. The raw data should be available to the client if required, as should details of the instrumentation and their calibrations.
6. Model calibration - it is important that the model is calibrated against a full data set representative of the range of conditions to be modelled. The model coefficients to be calibrated and the procedures to be used to optimise the calibration must be stated clearly. The choice of boundaries must be justified.
7. Model validation - data sets independent of those used for calibration must be employed for validation tests. Every effort should be made to validate the model across the range of conditions for which it will be run. Validation tests and analysis of model errors must be undertaken for the key variables required from the modelling study.
8. Sensitivity analysis - this analysis must be presented to demonstrate the effect on the key output parameters resulting from variation of input data and controlling assumptions.

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9. Quality assurance - to demonstrate that the model has been subject to an evaluation procedure establishing its suitability for the relevant tasks.
10. Auditability - to ensure that there is a clear account of the modelling exercise for inspection by any appropriate auditors.
11. Reporting - clear description of the model including the underlying principles and implicit or explicit assumptions. Also a clear summary of the numerical output, the likely errors, bias, sensitivity and their implications for the objectives of the study and the conclusions.

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## GUIDE SG 3 RETAIL ASSESSMENTS

### CONTEXT AND JUSTIFICATION

Developers will require to submit statements of supporting information in respect of planning applications for all significant (see Definition) retail and commercial leisure developments, sufficient to enable the Council to consider the application fully against all the relevant policies of this Plan. Similarly, the supporting information should enable consideration against national guidance, the policies of the Joint Structure Plan, and any other material considerations. Failure to provide adequate supporting information may result in refusal of the application.

All such retail and commercial leisure developments will be subject to the sequential approach (see policies SC 2: The Sequential Approach for Retail and Commercial Leisure Developments and CC/SC 1: The Sequential Approach for Retail, Leisure and Entertainment and Related Development in the City Centre). Retail developments will additionally be subject to policies SC 4: Retail Development, SC 5: Retail Development - Related Matters and/or SC 6: Sales of Goods in Large Retail Stores. Supporting statements will require to address these policies as appropriate.

Details of the information required in relation to any particular proposal should be discussed with officers from Development and Regeneration Services prior to the submission of the application, and where possible agreement reached on the scope, methodology and data content of the submission. The statement should preferably be submitted at the same time as the application, and post-submission revisions and alterations should be avoided where possible except where agreed through consultation with officers.

### CITY PLAN POLICY - THE SEQUENTIAL APPROACH

Any planning application that requires a sequential approach to be undertaken (see policies SC 2, CC/SC 1 and schedules SC(ii), CC/SC(ii)) should be accompanied by a clear statement of the steps taken to comply with this requirement. A comprehensive analysis of all sites in or adjoining centres within the prospective catchment area of the development will require to be provided. It will be the responsibility of the applicant, not the Council, to identify the sites to be considered. Full reasons must be given, if appropriate, as to why a site has been rejected. It will not be sufficient to provide a superficial dismissal of sites as unsuitable or unavailable. In addition, an explanation will be required of the extent to which the proposed development might be modified in scale, design and/or function so as to facilitate location within or adjoining a centre, as advocated in paragraph 13 of National Planning Policy Guideline 8: Town Centres and Retailing (NPPG 8).

### CITY PLAN POLICY - RETAIL DEVELOPMENT

The key policy in respect of major retail development proposals is SC 4: Retail Development. Part [A] establishes that certain proposals, as listed in part 1 of schedule SC(iii), accord with the Plan, while part [B] sets a series of criteria whereby proposals not listed in the schedule (or listed in part 2 of the schedule, in the case of applications for the renewal of consent) may be assessed.

Proposals covered by part [A] of policy SC 4, and listed in schedule SC(iii), carry a presumption in their favour, and the submission of detailed supporting information will not normally be required in terms of this policy (except as indicated in the footnotes to the schedule, or unless the development exceeds the stated floorspace limit or departs materially from the description given), although a general statement of the proposal's scale, type and expected trading characteristics would be useful. It may, however, be necessary to submit more detailed information to satisfy the requirements of national guidance and/or the Joint Structure Plan (see other requirements).

Proposals covered by part [B] (i.e. any application for a retail development of over 1,000m<sup>2</sup> gross (food) or 2,000m<sup>2</sup> gross (non-food), not included in part 1 of schedule SC(iii)), should be accompanied by supporting information sufficient to allow the Council to determine whether the relevant criteria are complied with, the level of detail required being dependent on the scale of the proposal. For developments of over 2,500m<sup>2</sup> gross, this should include fully detailed calculations of retail capacity and impact, relating the proposed development to all other relevant existing facilities and consented proposals. For smaller developments, adequate statistical support will also be required where it appears to the Council that sufficient capacity may not be available to accommodate the proposal, or that significant adverse effects on any centre or centres might result. The Joint Structure Plan Manager proposes to produce guidelines for the provision of such information.

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Criterion (f) of policy SC 4, part [B], tests in-and edge-of-centre proposals in terms of scale, type and appropriateness, while criterion (i) tests out-of-centre proposals also in terms of retail capacity. In assessing proposals against these criteria, the Council will have regard to the capacity studies carried out for the Joint Structure Plan and for this Plan (see City Plan Technical Note: Infrastructure: Shopping and Commercial Development). The results of these studies are expressed in terms of broad catchment areas (Joint Structure Plan) and retail analysis areas (this Plan), but applicants may wish to propose alternative catchment area definitions for the analysis of their proposals, provided these can be shown to be appropriate to the development concerned and to have been defined objectively. In the case of smaller-scale proposals (especially non-food) of less than 2,500m<sup>2</sup> gross, it will often be possible to dispense with much of the usual statistical input, especially where the development would serve a localised catchment with limited existing provision. In these circumstances, a brief statement of the situation within that catchment (including details of relevant existing and consented developments) will often suffice. For major in-or edge-of-centre developments, it should be noted that, although a formal retail capacity assessment is not specifically required under criterion (f), it may be required under the provisions of the Joint Structure Plan (see other requirements).

Criteria (g) and (j) of policy SC 4, part [B] concern impact on existing centres, and here again the level of statistical analysis required will depend on the scale, type and location of the proposal. In all cases, particular account will be taken of cumulative impact, whereby the aggregate effects on any centre of the proposed development, plus all other developments opened or consented during the previous five years within or affecting the relevant catchment, will be considered. In assessing proposals, no specific cut-off impact figure will be used, but the degree of impact will be considered in relation to the health and vulnerability of the particular centre(s) concerned.

All other criteria of policy SC 4 will require to be comprehensively addressed, and any departure from them fully justified. This also applies to all aspects of policies SC 5 and SC 6 that may be relevant to the particular proposal.

### OTHER REQUIREMENTS

As stated above, relevant planning applications should be accompanied by a statement of supporting information sufficient to meet the requirements of national guidance and the Joint Structure Plan.

In respect of NPPG 8, the proposal's conformity with the sequential approach must be established. Furthermore, proposals that are inconsistent with the Joint Structure Plan and/or with this Plan should be accompanied by a statement that addresses the considerations contained in NPPG 8, paragraph 45 (or its equivalent in any future national guidance).

In respect of the approved Joint Structure Plan, supporting information must satisfy the terms of all relevant policies and schedules, particularly those which are criterion-based. Relevant considerations include strategic policies 1, 6, 9 and 10 and schedules 1(a), 6(c) and 9. In approving the Joint Structure Plan, Scottish Ministers inserted a modification requiring the Joint Committee to hold discussions with the retailing industry on the assessment of retail requirements in the period beyond 2006, with a view to bringing forward a longer-term strategy for town centres and retailing as an Alteration to the Joint Structure Plan before the end of 2003. Any changes to the retailing policies of the Joint Structure Plan resulting from this process will require to be reflected in supporting information. The statement of supporting information may also address other material considerations, either at the discretion of the applicant or at the request of the Council.

### DEFINITION

**Significant Retail Developments:** developments with a gross retail (Class 1) floorspace of over 1,000m<sup>2</sup>, if principally for the sale of food and convenience goods, and over 2,000m<sup>2</sup>, if principally for the sale of non-food (comparison) products (see text for the level of detail required in relation to scale of development).

**Commercial Leisure Developments:** schemes such as multi-screen cinemas and bowling alleys, which require to be accessible to a large number of people.

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## GUIDE SG 4 TRANSPORT ASSESSMENTS

### CONTEXT AND JUSTIFICATION

The Council will require the submission of a Transport Assessment (TA) to support development applications that are likely to have a significant transport impact.

The TA will be expected to cover all transport considerations, including public transport, walking and cycling. National Planning Policy Guideline 17: Transport and Planning (NPPG 17) and Planning Advice Note 57: Transport and Planning (PAN 57) stress that TAs must demonstrate how traffic generation can be minimised and that all modes of transport need to be covered. The PAN provides an outline of the broad scope of TAs.

Where a TA is required, the developer is advised to have early discussions with the Council concerning the matters to be addressed, prior to the commencement of the preparation of the assessment. The scope of a TA will vary depending on the type and location of the development. Small-scale proposals may only require a brief statement of the transport implications, whereas a large development may involve extensive and detailed studies. The TA may also need to outline the transport measures proposed to mitigate against any adverse traffic effects of the proposed development.

### DEVELOPMENTS LIKELY TO REQUIRE A TRANSPORT ASSESSMENT

TAs are normally required for proposals meeting any of the following thresholds:

(a)	Housing	100 units
(b)	General Industry	2,500 m <sup>2</sup>
(c)	Offices and Business	2,500 m <sup>2</sup>
(d)	Storage and Distribution	10,000 m <sup>2</sup>
(e)	Food and Non-Food Retail	1,000 m <sup>2</sup>
(f)	Hotels	100 beds
(g)	Cinemas/Bingo Halls/Theatres	500 seats
(h)	Stadia	1,500 seats
(i)	Universities and Colleges	2,500 m <sup>2</sup>
(j)	Hospitals	2,500 m <sup>2</sup>

or criteria:

- (a) generates more than 100 peak hour trips (two way);
- (b) generates more than 150 peak hour person trips (two way); or
- (c) provides more than 100 car parking spaces on site; and
- (d) or where requested by the Council's Land Services Area Engineer.

Account will be taken of the cumulative impact, within an area, of small developments below the thresholds.

A TA is likely to have to address the following issues:

1. Compliance with the locational policy in this Plan, the Joint Structure Plan and national guidelines.
2. Integration of the site with the network of pedestrian, cycle and public transport routes. Links should be short and direct. Account should be taken of service frequency for public transport, and of routes and areas served.
3. Non-residential development - demonstrate how the network of pedestrian, cycle and public transport routes serving the site links with the majority of the forecast catchment population. Public transport needs to be regular and frequent throughout the principal opening hours of the development, including evenings, weekends and public holidays.

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4. Residential developments - demonstrate how a high degree of accessibility is achieved to local services (e.g. shops and other facilities) particularly by walking and cycling, and to town or other centres for services and employment, by walking, cycling and public transport.
5. Set an agreed mode share target to minimise private car use and carry this through to trip generation, transport provision and the development design, including parking.
6. Show how traffic generation and parking have been reduced to take account of the potential for pedestrian, cycle and public transport access. The TA should outline the measures proposed to achieve the above (see Supplementary Guide 5: Green Transport Plans).
7. Where the proposed location does not accord with the preferred development plan location, the TA should include an assessment of the relative performance of alternative sites in relation to accessibility by non-car modes.
8. Definition of the study area for analysis of the impact on the road network and specific traffic junctions.
9. Assignment of traffic to the road network.
10. Impact on the road (including trunk road) network.
11. The residual parking requirement should be justified and set within the relevant upper parking guidelines set out in policy TRANS 4: Vehicle Parking Guidelines.
12. Heavy goods vehicle and servicing implications.
13. Show how the Council's road user hierarchy has been met.
14. Access, egress and circulation.
15. Road safety impact.
16. Local transport impacts during construction.
17. Developer contributions to overcome problems highlighted by the TA.

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## GUIDE SG 5 GREEN TRANSPORT PLANS

### CONTEXT AND JUSTIFICATION

Concern over the impacts of private car use, particularly for commuting, has resulted in a significant re-appraisal of transport policy in recent years. This is beginning to manifest itself in a range of measures aimed at reducing unsustainable car use and increasing the attractiveness of alternative modes, particularly in urban areas such as Glasgow. Whilst local authorities have often taken the lead in the implementation of such measures (e.g. Route Action Plans, parking policy), it is now recognised that businesses can, and should, play an important role in promoting more sustainable forms of travel.

The Government White Paper, 'Travel Choices for Scotland', recognises that businesses can contribute to this process through the development and implementation of Green Transport Plans. A Green Transport Plan is a means by which an employer and/or service provider (such as a commercial leisure/entertainment complex) can seek to reduce the negative impacts of travel to and from the site in which they have an interest.

Green Transport Plans offer benefits for both businesses (including their staff and customers) and the communities in which they are located.

Benefits to businesses include:

- reduced need for workplace and customer parking; and
- less congestion in and around the site.

Benefits to communities include:

- better air quality; and
- less traffic and traffic congestion leading to safer, quieter streets.

Green Transport Plans can consist of a variety of elements aimed at helping reduce the negative impacts of travel for the organisation in question. These can include measures relating to using cars more efficiently/less often, the promotion of suitable alternatives and good practice in goods deliveries.

The Department of the Environment, Transport and the Regions (DETR) guidance document, 'Preparing Your Organisation for Transport in the Future: The Benefits of Green Travel Plans', provides more detailed advice on the establishment and operation of Green Transport Plans for businesses and other organisations.

National Planning Policy Guideline 17: Transport and Planning (NPPG 17) advocates the use of Green Transport Plans and planning agreements to achieve sustainable transport solutions. It states that local plans should set out requirements in respect of types of development and/or locations for Transport Assessments and Green Transport Plans to be submitted in support of planning applications. The Joint Structure Plan also requires the use of Green Transport Plans to promote sustainable transport solutions.

### DEVELOPMENTS LIKELY TO REQUIRE THE PREPARATION OF A GREEN TRANSPORT PLAN

The Council may require a Green Transport Plan in support of a planning application that, by virtue of its scale, location or proposed use, is considered to raise significant transport issues. In many instances, this is likely to be when a Transport Assessment (see SG4: Transport Assessments) for a new development has indicated that a Green Transport Plan is necessary or desirable.

In these circumstances, the planning authority, the developer and landowner should make and register a Section 75 planning agreement. This will ensure that the measures specified in the Green Transport Plan are agreed between the parties and implemented in accordance with the terms of the agreement.

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A Green Transport Plan should aim to promote and maximise the use of sustainable transport to and from the site in question. It may be required to:

- address those travel matters that are likely to be significant for the type of development and location in question;
- set mode share and related targets for travel to and from the site in question. These will vary with location and development type, and will require to be consistent with the level of public transport accessibility to the site and, in the vast majority of instances, with the mode share target established in the Transport Assessment prepared for the development;
- identify specific measures proposed to meet these targets, and the timescale for their implementation; and
- incorporate appropriate implementation and monitoring arrangements.

The Council recognises that it may not be possible to prepare, in full, a Green Transport Plan to accompany an outline planning consent, particularly where there is a speculative element to the proposal, and where the occupiers of the proposed development, and the exact nature of their operations, are unknown. In such circumstances, a two level approach to preparing and implementing Green Transport Plans may be appropriate.

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## GUIDE SG 6 PUBLIC TRANSPORT ACCESSIBILITY ZONES

### CONTEXT AND JUSTIFICATION

National Planning Policy Guideline 17: Transport and Planning (NPPG 17) states that, "Planning Authorities, in selecting appropriate sites for development, should establish accessibility profiles for public transport ..... in order to determine which sites meet the policy goals set out in the NPPG".

In accordance with this advice, accessibility profiles have been developed for this Plan to define four accessibility zones (See Map):

- (a) City Centre - a sub-area of the high accessibility zone.
- (b) High Accessibility - indicates a high standard of service that facilitates use without a timetable, with minimum waiting times and with little impact from service disruptions.
- (c) Base Accessibility - indicates the provision of a minimum acceptable level of service.
- (d) Below Base - the remainder of the City not covered by the above zones.

Accessibility has been measured at peak (8-9am), in one direction, according to 3 criteria:

- frequency (aggregate) of services to stop/station;
- quality (e.g. reliability, comfort); and
- walk-in distance (catchment).

The frequency and catchment levels set for each mode reflect the difference in quality provided by bus and rail (in terms of comfort, reliability and timetable stability). This enables the High and Base Accessibility Zones to be defined as follows:

High Accessibility	- Buses	12+ per hour with 300m catchment
	- or Trains	6+ per hour with 500m catchment
	- or Underground	12+ per hour with 500m catchment
Base Accessibility	- Buses	6+ per hour with 300m catchment
	- or Trains	2+ per hour with 500m catchment
	- or Underground	12+ per hour with 500m catchment

The accessibility zones are used in the Plan to direct high trip generating uses/higher density development to the High Accessibility area and to direct development away from locations achieving Below Base Accessibility (unless measures are taken to adapt the public transport network).

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*Accessibility Zones at April 2000*