



## Glasgow City Council

Development and Regeneration Services / Land and Environmental Services  
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# GUIDELINES FOR DEVELOPMENT MANAGEMENT OFFICERS NEW RESIDENTIAL DEVELOPMENT (v3)

The Design Guide for New Residential Areas has now been approved by Committee and is Supplementary Planning Guidance to the City Plan. All proposals for new residential development incorporating new roads must therefore now be assessed against this Guide.

An important element of the Guide is the process which it introduces for dealing with pre-application discussions. The new process highlights that Development Management planning officers will co-ordinate pre-application discussions and arrange for these to be recorded, which will be more detailed than may have been common previously.

The DM officer must ask the developer whether they wish to apply for Roads Construction Consent (RCC) at the same time as planning permission. If they do, then the developer **must** follow the pre-application process in the Guide. If not, the layout and design policies in the Guide still need to be followed, and RCC would then be considered after planning permission was granted.

## USING THE GUIDE

The main points of the approach taken in the Design Guide can be found in the Executive Summary at the beginning of the guide [www.glasgow.gov.uk/designguide](http://www.glasgow.gov.uk/designguide)

**The main change is that developers should not come in with a detailed layout as the basis of preliminary discussions with the planning authority. They should first contact the DM officer, assess the site in its context, carrying out any relevant site assessments, and then proceed to a conceptual strategy, leading to a detailed site layout at the end, prior to submitting an application.**

## PRE-APPLICATION PROCESS:

1. At first contact, the developer and DM planning officer discuss the general principles of development on the proposed site, and the officer highlights relevant LDP policy as well as any masterplans/local development strategies etc.
2. It is the responsibility of the DM officer to involve other officers as appropriate at this stage, in line with the Council's commitment (DRS/LES) to developers to grant them access to officers advice at pre-app stage. Transport Planning, LES Landscape/Environment and Housing and Investment (and others teams, wherever relevant) will need to be involved in the pre-application stages to iron out any basic problems which could arise.
3. The DM planner must advise the developer at this early stage what appraisals and surveys would be required, for example Flood Risk Assessments, topographic surveys, noise impact assessments, Transport Assessments, SUDS strategy etc. [See over for a detailed list] The need for a specific survey may only become clear further into the process for example after consultation with other services such as Public Health or the Flood Management team.
4. The developer then develops a strategy for the site (which would probably be in the form of a narrative justification, like a design statement). He would also work up a conceptual layout. These would of course take on board the result of early surveys and

appraisals. They should also demonstrate that the developer has understood the Core Principles of the Design Guide.

5. The developer submits this strategy for discussion with the planning authority. He should also include a "preliminary design audit" (a way of checking and showing that he has taken all the appraisals into account and has also adhered to the strategy and conceptual layout).
6. Following feedback the developer would proceed to draw up a detailed layout which he could submit for planning permission, following further discussion. The DM officer would advise him what plans, surveys etc would be required with the application. The application should also be accompanied by a detailed design audit.

Meetings with developers **must** be minuted for consistency through the process. Planning Graduates are available to help with this as notetakers, prior notice must be given.

### APPRAISALS, SURVEYS ETC REQUIRED

The DM Planning Officer should check the City Plan, Atom and Uniform for the Constraints for a particular site. This will help to flag up what surveys or information will be required to enable the developer to plan a proposal without discovering important site constraints at a late stage, and will also speed up consultation responses once the application has been submitted.

Likely assessments include those below, though not all for every site:

<i>Report</i>	<i>Why</i>	<i>Who can advise whether needed</i>
Environmental Impact Assessment	If site larger than 0.5 ha -see	2011 EIA Regulations for further details
Site Investigation Report	for ground contamination and/or a coal risk assessment and mitigation:	LES (Gordon Innes) Coal Authority website or Uniform: high/low risk
Air Quality Assessment	Some parts of the City now Air Quality Management Areas	LES (Pat Roche/Gordon Innes)
Noise Assessment	If near main road/railway/noisy neighbours	LES (Pat Roche/Gordon Innes)
Transport Assessment	City Plan	DRS Transport
SUDS proposals/drainage strategy	For new roads and site drainage	DRS Transport and Scottish Water
Flood Risk Assessment	If risk of flooding to site or risk of increased run-off from development of site	DRS Flood Management Team and SEPA
Topographic Survey	For all sites. Should go over boundaries of site.	
Tree Survey	If trees on site. Especially if TPOs	DRS City Design (Landscape)
Archaeological report	If flagged up in Uniform/Atom	WoSAS will advise if investigation/mitigation report required
Habitat surveys e.g. bat surveys, ecological reports etc	Particularly if SSI, SINCE etc (from City Plan) or sometimes if green space with no environmental designations	DRS City Design (Deirdre Craddock) and SNH if SSSI involved.
Photographic Survey	Useful for consideration at meetings	DM Planner/City Design
Structural Survey	If demolition of Listed Building involved	Historic Scotland Memorandum and Guidance on Demolition; DRS City Design

