

# LANDSCAPE CHECKLIST FOR NEW DEVELOPMENT



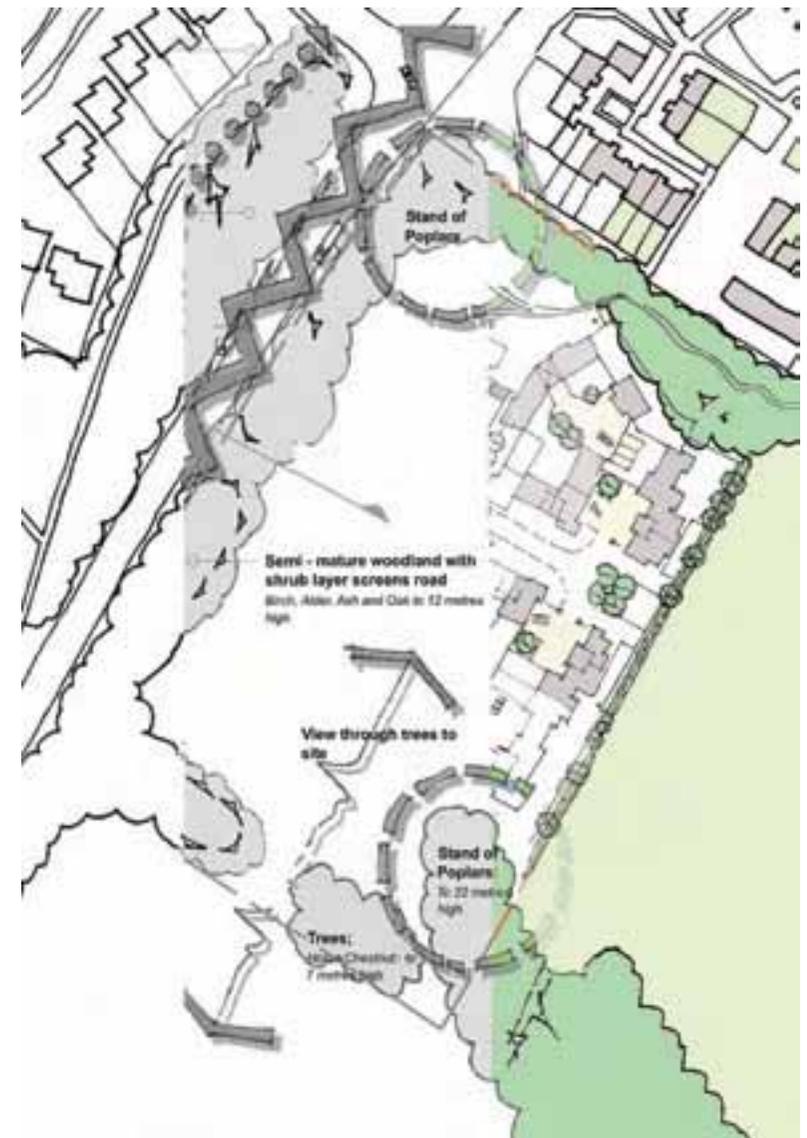
## In Hampshire & Isle of Wight

A guide to submission requirements for external development works in the following local planning authority areas;

- Hampshire County Council
- Basingstoke & Deane Borough Council
- East Hampshire District Council
- Eastleigh Borough Council
- Fareham Borough Council
- Gosport Borough Council
- Hart District Council
- Havant Borough Council
- Isle of Wight Council
- New Forest District Council
- Portsmouth City Council
- Rushmoor Borough Council
- Southampton City Council
- Test Valley Borough Council
- Winchester City Council



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Good design is at the heart of the Government's drive towards an urban and rural renaissance. Government advice as set out in Planning Policy Statement 1 is that;

"Good design ensures attractive, usable, durable and adaptable places and is a key element in achieving sustainable development. Design which fails to take the opportunities available for improving the character and quality of an area should not be accepted. Good design is indivisible from good planning"... and it should;

- "Respond to and integrate into the existing urban form, natural and built environments and create or reinforce local distinctiveness
- Consider the direct and indirect impacts on the natural environment.
- Create safe and accessible environments where crime and disorder or fear of crime does not undermine quality of life or community cohesion; and,
- Be visually attractive as a result of good architecture and appropriate landscape design."

Quotes summarised from PPS 1, published by the ODPM in 2005



## OBJECTIVES

This checklist aims to:

- Ensure that developers and their agents are aware of the high importance of the external aspects of development as defined by relevant Local Plan policies and implement the requirements of these policies appropriately.
- Ensure that all appropriate information is submitted and clearly presented as part of the planning process, thus avoiding unnecessary and potentially costly delays.
- Improve the quality of the environment in areas undergoing change.

## GUIDANCE NOTES

- Early discussion between applicant and appropriate local authority officer is advisable, to provide the opportunity for clarification of submission requirements.
- Appropriate professional advice should always be sought. Where the proposed development is environmentally significant (by virtue of its size, prominence or degree of impact on the locality), the local planning authority will expect the applicant to employ a chartered landscape architect from the outset.
- Sources of professional consultancy advice are available from the Landscape Institute (L.I) at [www.landscapeinstitute.org](http://www.landscapeinstitute.org) or via the L.I South West Branch at [www.lisw.org.uk](http://www.lisw.org.uk)
- Indicative landscape proposals should be included with applications for outline permission where site layout is shown. Detailed landscape proposals should form part of applications for full permission, or reserved matters where appropriate.
- This guide applies to all scales and types of development and not every item on the checklist will be relevant to every application. There may be other items required for some applications; for example those subject to environmental impact assessment.
- This document is to be found on the Hampshire Local Government Landscape Group (HLGLG) website at [www.hiow.gov.uk/offnet/hlg/hlgind.htm](http://www.hiow.gov.uk/offnet/hlg/hlgind.htm)



The planning background of the site should be fully investigated before the design stages and w of a planning application.

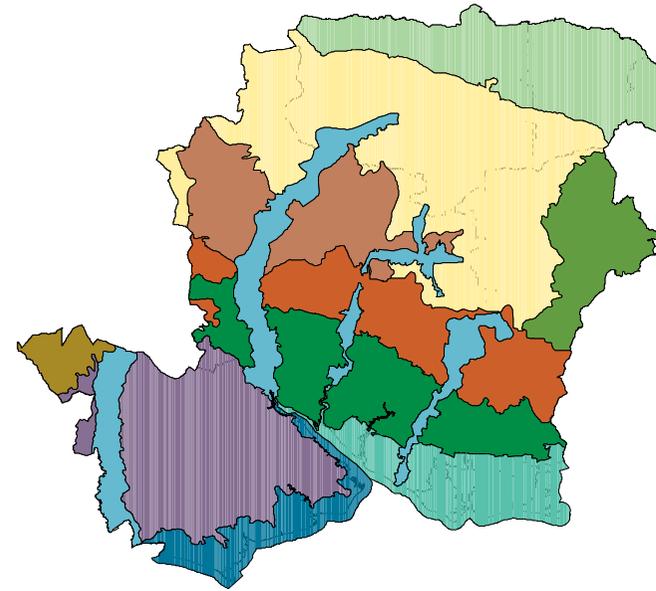
Consult the Regional Spatial Strategy (or Structure plan), Local Development Framework (or Local plan), Local authority landscape/townscape assessments (eg Hampshire Landscape Character Areas), and existing site development/design briefs and identify the following:

- Site or area designations with boundaries (see below\* for examples)
- Site status (common land etc.)
- Planning history
- Land use constraints, including covenants, easements, height restriction zones, aquifer protection zones, safeguarding areas and areas liable to flooding.

The Planning Authority may require an assessment of the Environmental Impact of proposals for major projects in accordance with current legislation.

\* Site or area designations: International (eg Ramsar Sites, Special Protection Areas); National (eg National Park, Scheduled Ancient Monument, Area of Outstanding Natural Beauty, Environmentally Sensitive Area, Registered Historic Parks and Gardens, Listed Building, Site of Special Scientific Interest); Regional/Local (eg Area of Special Landscape Quality, Tree Preservation Order, Heritage Area, Heritage Site, Local Nature Reserve); Non-statutory (eg Area of Archaeological Potential)

Useful sources of information include: Local Planning Authority, "The Hampshire Landscape" by Hampshire County Council, Hampshire Records Office, Winchester, (tel: 01962 846145). Aerial photographs, background papers to local plans, local amenity, wildlife and history groups and societies. Model Landscape Conditions for development control, published by HLGLG.



▲ Hampshire Landscape Character Areas August 2000



## GENERAL SUBMISSION REQUIREMENTS

- The applicant must present all necessary information in a clear and understandable form. Some authorities may accept digital submissions.
- Ensure all plans are accurate to an appropriate metric scale clearly marked on each plan with linear graphic to allow for copied reductions and north point.
- Service information, sightlines, levels and all relevant constraints and site layout details should normally be presented on the same plan as the landscape proposals (or alternatively, where this is not possible, on separate cross-referenced plans.)
- If plans are unclear, or the information ambiguous, delays are likely whilst clarification is sought.

## SPECIFIC SUBMISSION REQUIREMENTS

- Site Survey
- Site Analysis
- Landscape Design Proposals
- Detailed Planting Proposal
- Landscape Structures and Surfaces

All drawings including standard details should address the context (show relationship to surroundings).

Thus all examples of plans in this guide are indicative.



Photo Survey of Existing Site (Proposed For Development) ▲

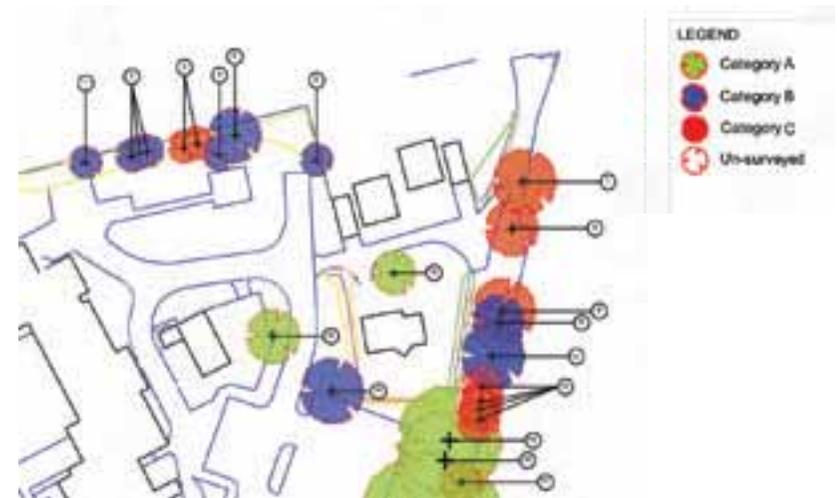


Survey, constraints and analysis should inform the design of the development. Relevant details may be required to accompany the submission and/or as part of a required Design Statement, or to assist pre-application discussions. For all applications (including minor ones) an existing site survey with sufficient information to assess the impact of the development proposals on the site and its surroundings will be required.

## SITE SURVEY

The following list is not intended to be exhaustive, but physical characteristics of the site and its setting to be recorded may include:

- Site location (on Ordnance Survey base) and north point
- Summary of site characteristics
- Geology and soils
- Contours, levels and drainage
- Natural features and vegetation, including Arboricultural Impact Statement and/or measured tree survey (to BS 5837 2005 showing species, condition, height, girth, canopy spread) including affected trees on neighbouring land
- Wildlife habitats and existing ecological function within site and context
- Climate/Microclimate
- Land use (on site and adjacent sites)
- Historical, archaeological and locally distinctive features
- Views into and out of the site
- Existing services (above and below ground)
- Site boundaries (location, type)
- Open water features (eg ponds, streams, ditches)
- Rights of Way on or near the site



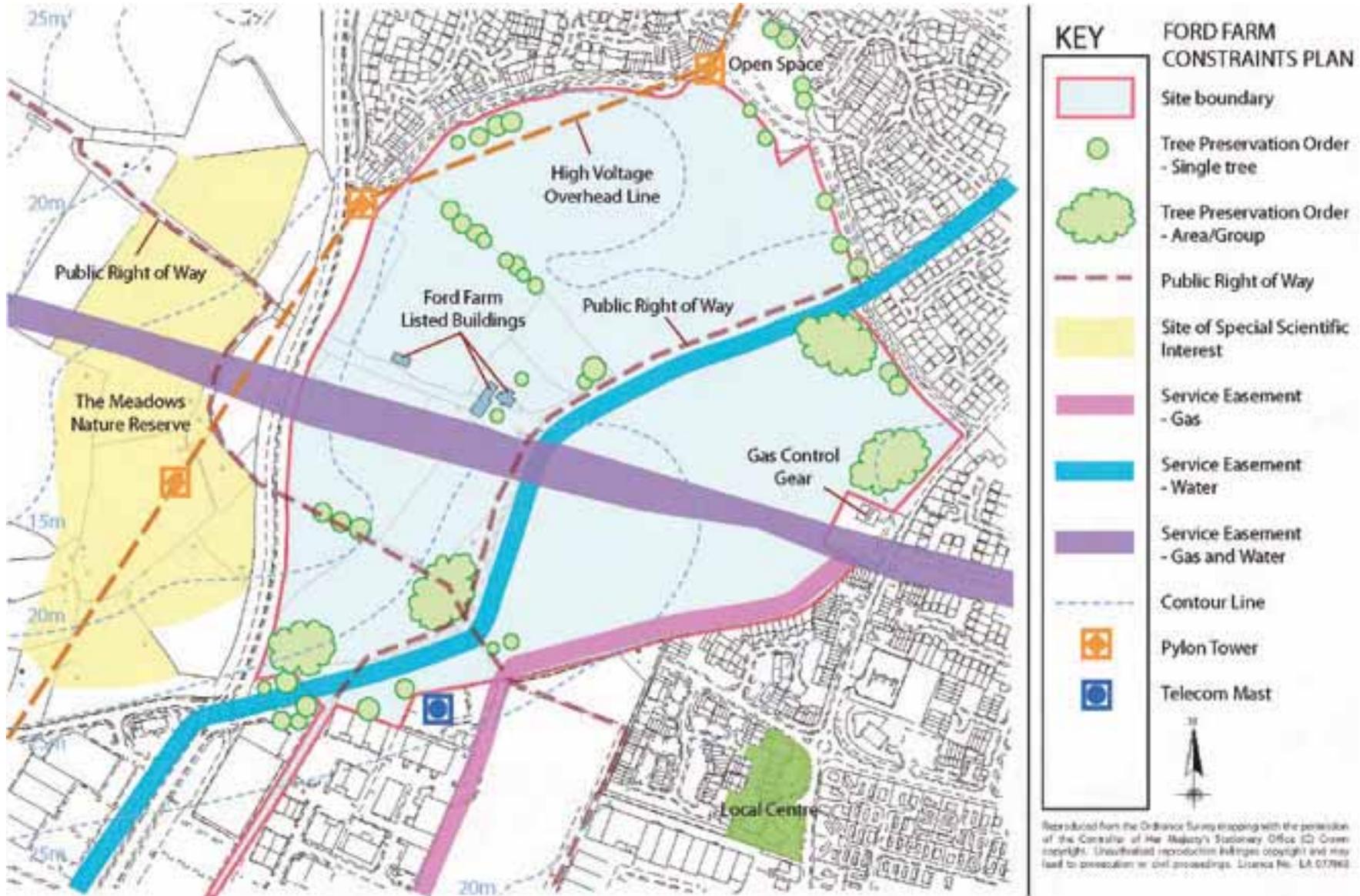
▲ Tree Condition Survey



▲ Contour Survey

# CONSTRAINTS

Indicative Example:



Interpretation of survey, together with relevant published guidance to provide an understanding of site features, constraints and opportunities:

- Local environment and Local Plan context
- Summary of development Constraints
- Existing landscape character, tranquillity and local distinctiveness; scale/ impact/ appropriateness of development to its setting
- Enclosure, screening, security, privacy
- Soil fertility, pH, porosity, stability and ground contamination
- Prominence, exposure, gradients and capacity for water disposal/retention
- Areas/natural features needing protection, and vegetation worthy of retention or removal
- Measures to protect, enhance and manage appropriate habitats
- Areas of protection for trees
- Need for shelter/open aspect, sun/shade
- Need for screening, acoustic mitigation measures, compatibility with proposed use
- Interest and importance of site history, requirements for archeological excavation, research, protection and interpretation
- Visual impact and the safeguarding of sensitive views and settings
- Identify service easements, with opportunities for re-routing, or removal; other constraints on development
- Status of routes (permissive, statutory), constraints of visibility/sight lines, needs of disabled persons

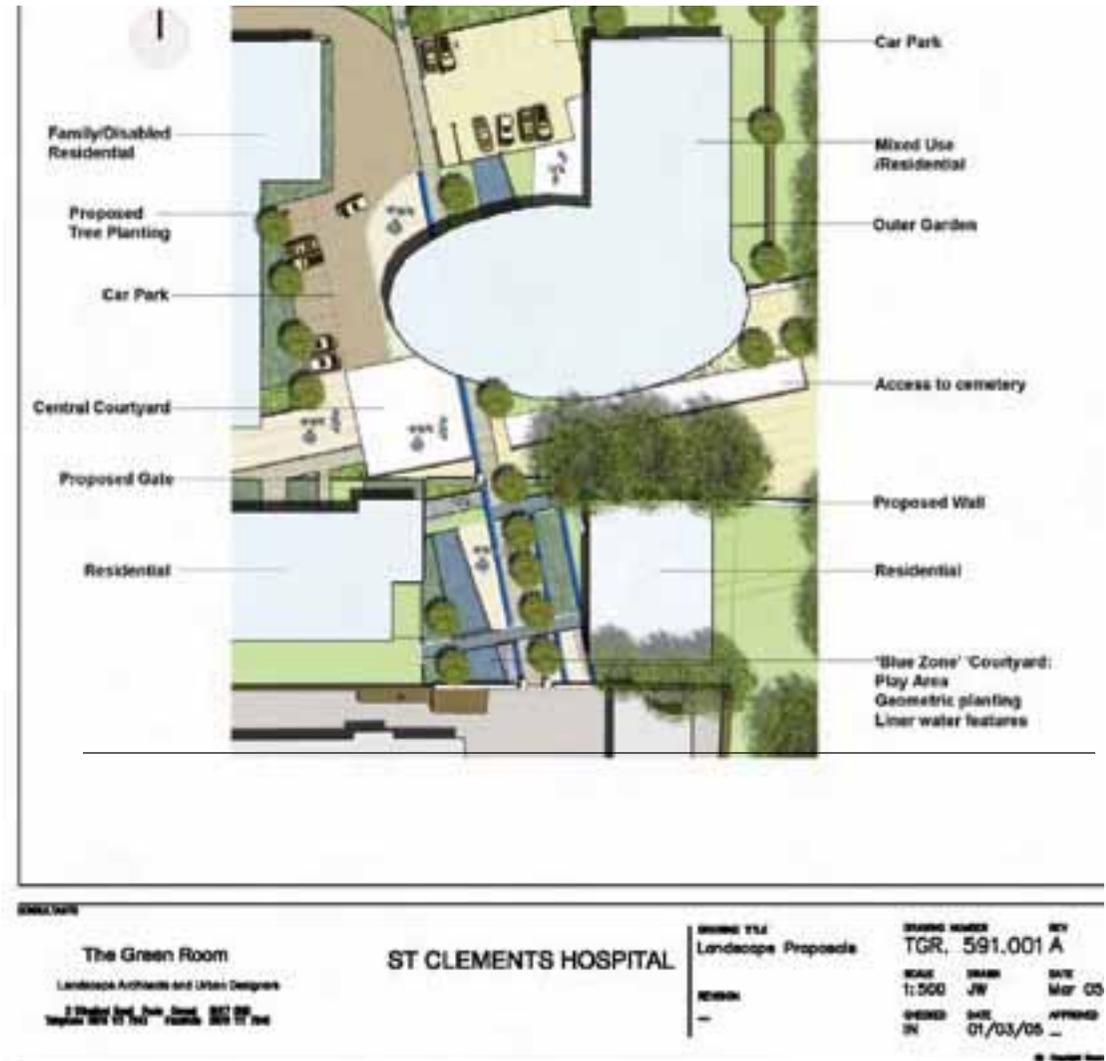


▲ Extract From Site Analysis Plan

# LANDSCAPE DESIGN PROPOSALS

The following list is indicative, not comprehensive. The applicant should submit drawings, written specifications and method statements identifying (as appropriate):

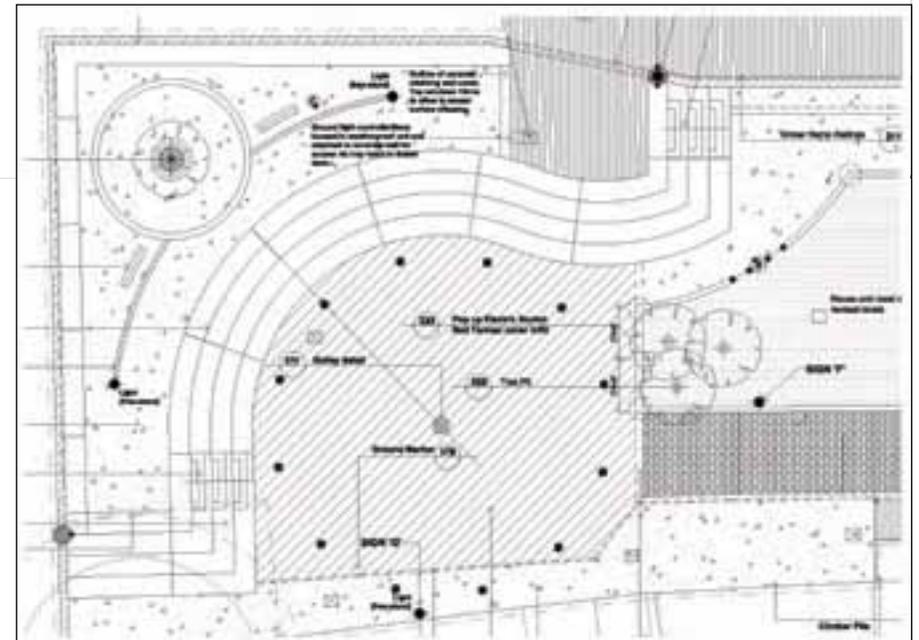
- Overall design concept (for larger sites only; response to analysis should also be explained/illustrated)
- Soft landscape elements (areas of: woodland, shelterbelts, specimen plants, shrubs, ground cover, grass; native/ornamental; existing condition and treatment of retained vegetation)
- Area and type of hard surfaces including access and site circulation (urban plazas, playing surfaces, street furniture, roads, footpaths, cycleways, bridleways, including links to adjoining land)
- Buildings and relationship to external space (doors, ground floor windows fronting onto shrub beds, roof heights above ground level of buildings may be required; compatibility of building foundations with planting)
- Use/function of different areas (for example play provision, private amenity and public open space)
- Contours and levels (existing, proposed, areas of cut and fill, identify any surplus, spoil for disposal)
- Services – above and below ground (existing, proposed, including zones of restriction imposed by statutory undertakers affecting planting, land use and manholes)
- Land drainage (existing, proposed; streams, ponds, ditches, water features)
- Phasing and programming (of implementation, inc. storage and plant)
- Boundary treatment (long-term design intentions, Section 106 Agreement, public/private responsibilities)



▲ Indicative Landscape Concept Plan

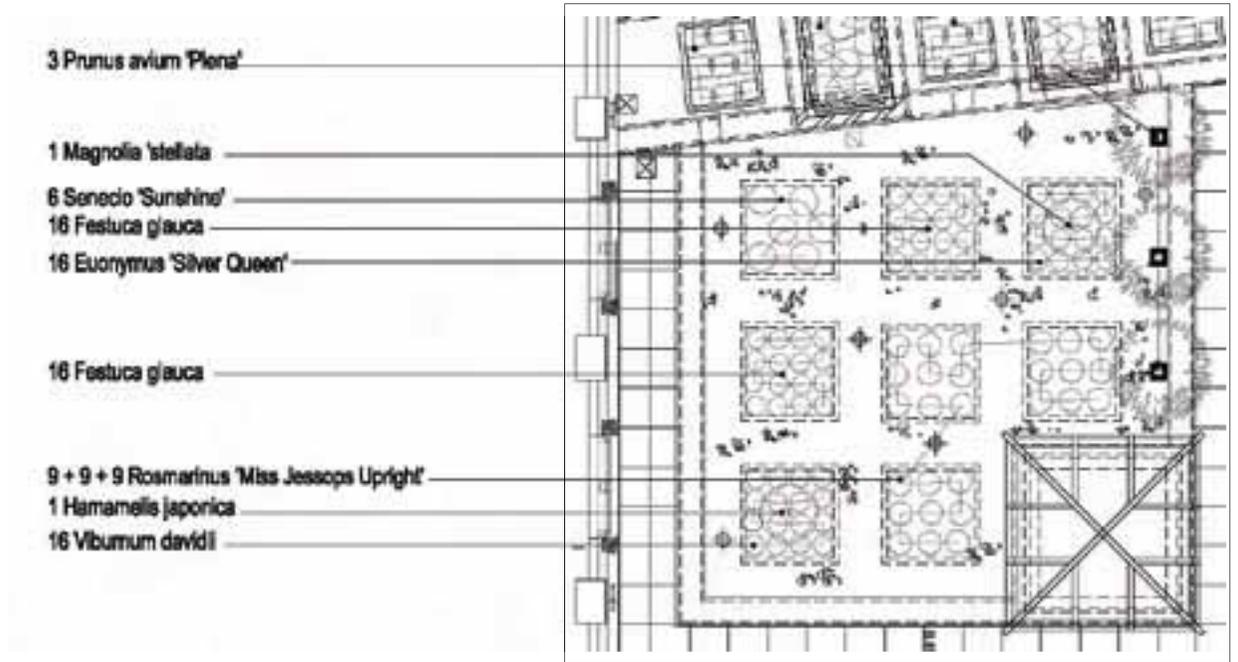


▲ A masterplan illustrating the relationships of all elements and context drawn at 1:200 scale



▶ A construction drawing drawn at 1:100 scale

- Identify any echoes in planting design from species in surrounding area
- A plan showing Latin names, plant densities, numbers, locations, species, variety, form, size (height, spread, girth, pot size)
- Topsoil/planting medium (depth and specification and finished level adjacent paving etc)
- Planting specification (eg 'NBS Landscape') including site preparation, water points/irrigation and plant establishment maintenance, mulch (depth and specification) and supports for trees/shrubs/climbers
- Doors, windows fronting onto shrub beds, cellars, overhanging eaves, balconies and fire escapes and relationships to external routes
- Protection of existing and proposed planting (temporary/permanent – to new and existing features or planting)
- Grass/seeded areas (mowing edges, seed mixes)
- Remedial Surgery (to existing trees, hedges, shrubs)
- Service Lines
- As required, provide evidence to show imported subsoil/topsoil is free from contamination (including from pernicious weeds)



Typical Planting Plan Extract ▲ (reduced)

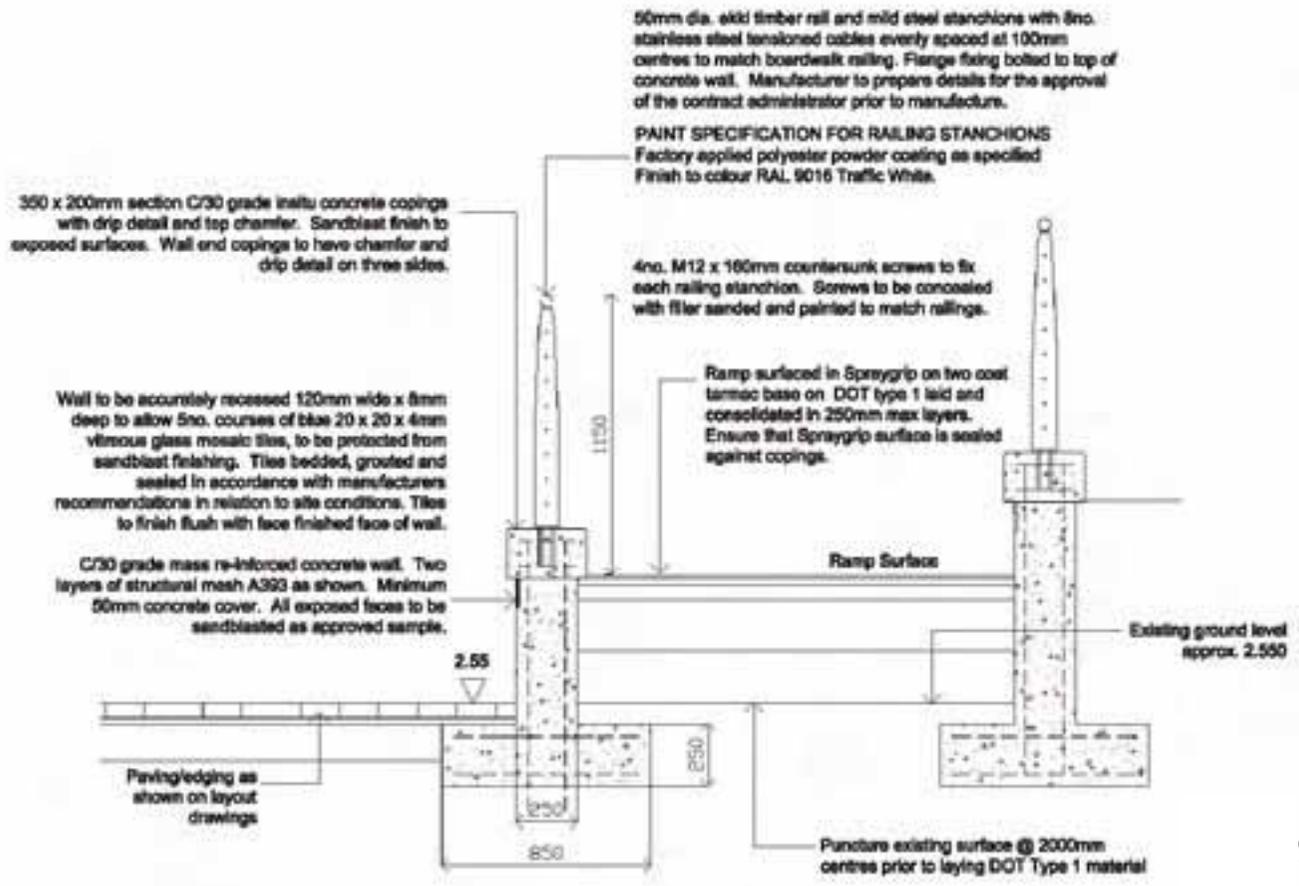
Typical Planting Schedule ►

Stock sizes and densities must be determined on a site specific basis

Plant Schedule				
Species	Stock Size	Density/m2	Quantity	Container Size (min)
<b>Shrubs:</b>				
Euonymus 'Silver Queen'	20-30cm	6/m2	16	3L
Festuca glauca	20-30cm	4/m2	32	2L
Hamamelis japonica	50-100cm	AS	1	10L
Magnolia stellata	40-60cm	AS	1	3L
Rosmarinus Miss Jessops Upright'	30-40cm	4/m2	27	2L
Senecio 'Sunshine'	30-40cm	3/m2	6	2L
Viburnum davidii	20-30cm	5/m2	16	3L
<b>Trees:</b>				
Species				
Prunus Avium 'Plena'	14-16cm Extra Heavy Standard	AS	3	RB

All details necessary to construct the following elements;

- Walls, fences, gates, rails
- Surfaces (soft, hard, step, ramps, drainage falls)
- Play equipment (liaison with relevant authority is essential)
- Seating, litter bins, bollards, cycle parking, lighting, signing, telephone kiosks, post boxes, bus stops and other street furniture
- Construction details and specification with any use of local building techniques/ materials highlighted and safety and design standards adhered to identified
- Relationship to building form and materials
- Services (above and below ground, existing and proposed), routing (depth, height, type, markers)
- Substations, junction boxes, or similar structures
- Structures for building services – ventilation outlets, inlets, cooler, bin and refuse stores
- Public Art (liaison with relevant local authority officer is essential)

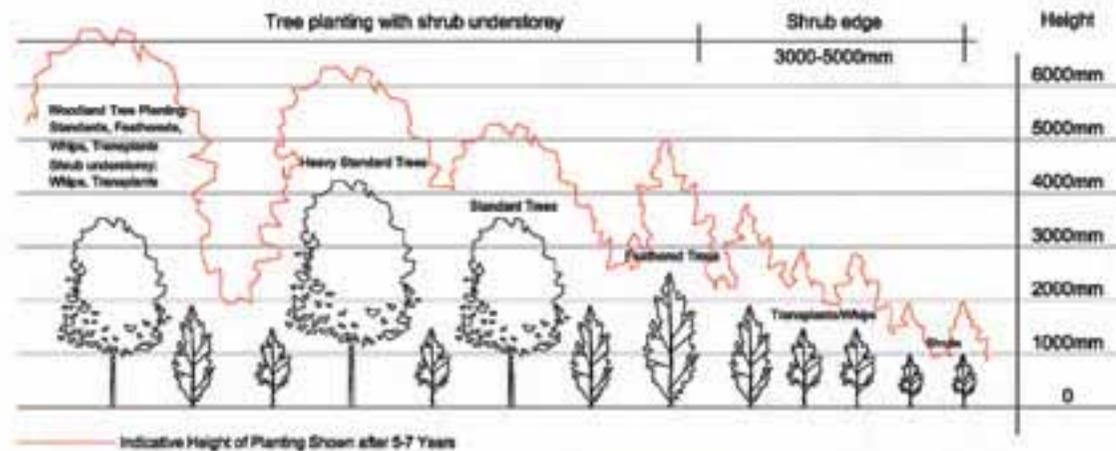


Wall Construction Section ▲  
Scale 1:20

Ongoing maintenance and management of any scheme is essential to ensure its long term contribution to the environment. A Management Plan sets out, graphically and/or in writing, the overall functional and aesthetic objectives of a landscape scheme and the steps that will be taken after implementation to ensure that the scheme becomes successfully established and reaches maturity.

Particular care must be taken during the initial establishment period for new planting and retained vegetation, typically 5 years or as otherwise specified. A Management Plan may typically be required as a Condition attached to a planning permission or under a s106 legal agreement. It will be of particular importance for areas of new public open space, communal external areas to be managed by third parties, and sensitive sites such as historic landscapes. The Management Plan should address amongst other issues

- Design concept and objectives for all parts of the site
- Mechanisms (legal and other) to ensure effective long term management
- Land ownerships and boundary responsibilities
- Identification of management agency (or agencies)
- Arrangements for quality control, monitoring, inspection and handover
- Maintenance regimes (frequency and types of operation for hard and soft landscape areas including grass, ornamental planting, naturalistic planting, woodland, watercourses, paving and structures)



▲ Indicative Height of Native Planting after 5-7 years



▲ Deadwooding a Woodland Habitat



▲ Fitting a Tree Watering System



▲

Prepared jointly by and for the planning authorities in Hampshire in 2007.

Graphic design by Hyland Edgar Driver Landscape Architects. All images supplied by Hyland Edgar Driver with the exception of Page 4 + 7 (supplied by Hampshire County Council, Southampton City Council and Eastleigh Borough Council) and pages 10 + 12 (supplied by The Landscape Practice.)

## CONTACTS

- HLGLG Hampshire Local Government Landscape Group  
[www.hiow.gov.uk/offnet/hlg/hlgind.htm](http://www.hiow.gov.uk/offnet/hlg/hlgind.htm)
- LI The Landscape Institute  
[www.landscapeinstitute.org](http://www.landscapeinstitute.org)
- LISW The Landscape Institute South West Branch  
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