1 Introduction
It is to the advantage of the developer to treat the environmental aspects of development proposals seriously and take appropriate professional advice where necessary. This will enable a planning application to proceed more quickly and will increase the likelihood of a favourable decision. If, on the other hand, the planning submission does not demonstrate that environmental aspects of the proposed development have been fully considered and satisfactorily incorporated into the site planning process and scheme design, then the Local Planning Authority may negotiate changes to, or refuse, the application.

2 Objectives
The main objectives of this checklist are:

- To streamline the procedure whereby applications are considered by the Local Planning Authority by ensuring that all appropriate information is submitted and clearly presented, thus avoiding unnecessary delays which are costly to both the developer and to the Local Planning Authority.

- To improve the quality of the environment in areas undergoing change.

3 Procedures
Pre applications
Early discussion between the applicant and the Development Control officer is now essential, as it enables the information necessary to support the application to be clearly identified and avoids delays during the applications process itself, which can be frustrating and time-consuming. Applications will therefore be developed in the pre-application stage to allow a full discussion and submission of information and comments, by officer and applicant, until a level of clarity of responses is received. This should allow the determination process to proceed simply without significant further assessment. Officers will identify key UDP/LDP polices, Design Guidelines, Supplementary Planning Guidance, Landscape Assessment requirements and other information that the developer should take account of.

Where larger schemes are proposed, wider consultation is desirable and landscape advice should be sought particularly when located in designated or sensitive landscapes.

The Checklist identifies the main headings which the developer will need to be aware of in formulating his landscape and environmental proposals, and for which information may need to be presented to the Local Planning Authority. Not every item will be relevant to every application, but there may be some applications for which information additional to that indicated on the checklist will be required.
Application Stage
All relevant information and assessments should have been produced and submitted for discussion post registration; there may however be outstanding issues to resolve during this process where significant changes to the proposals occur.

Each application will be treated on its own merits. In case of doubt, appropriate professional advice should always be sought. Where the proposed development is of any significance (by virtue of its size, or prominence, or degree of impact on the locality) the Local Planning Authority will expect the developer to employ the services of a Chartered Landscape Architect (with an appropriate professional qualification).

The checklist should be used by the developer to brief his Landscape Architect. Information on sources of professional advice is available on request from the Local Planning Authority.

Outline & Detailed Applications - Basic Principles
1. A site survey should be submitted with every application.
2. Outline landscape proposals should be included with applications for outline permission where site layout is shown (site survey and analysis, development brief where appropriate, landscape master plan, analysis of the setting and appropriateness of the development and maintenance / management - for larger, more complex schemes a full Landscape and Visual Impact Assessment LVIA may be required.)
3. Detailed landscape proposals to be included with applications for full permission (to include all as for outline including detailed plans for hard and soft proposals and management plans where appropriate).
4. A Landscape and Visual Impact Assessment (LVIA) or Townscape Visual Impact Assessment (TVIA) should be submitted where proposals are of a large scale (more than 0.5 acre) or being particularly prominent by virtue of their height and/or whether they are located within:-
   - A designated landscapes or
   - Landscape of high or outstanding value for the visual and sensory aspect of the LANDMAP Landscape Assessment study.
   - Landscape identified as of high sensitivity or low capacity for development (as per Monmouthshire’s Landscape Sensitivity and Capacity Study’s 2009 and 2010).

Complex sites should be supplemented with a Design Statement to include a site analysis, set out design principals, justify the design solution and show how it responds in the wider context as well as the characteristics of the site. Format and level of detail will depend upon the scale and likely impact of the development.

5. Major proposals may be subject to Environmental Impact Assessment (EIA) procedures, Development Control officers can advise on when these are required. It is likely that as part of this process a GLVIA will be required.
Additional guidance notes and reference documents for Landscape:

1. Planning Policy Wales Edition 5
2. Technical Advice Notes (TANS 1-22) to be read in conjunction with PPW, Ministerial Planning Policy Statements (MIPPS) and any Circulars.
3. Monmouthshire Adopted Unitary Development Plan (UPD) 2006
4. LANDMAP Volume 1 Draft Deposit SPG 2001 (currently under review)
5. Design Guidelines Volume 2 Draft Deposit SPG 2001
6. Monmouthshire’s Landscape Sensitivity and Capacity Study for Main Towns and settlements 2009
10. Photography and Photomontage in landscape and visual impact assessment, Landscape Institute Advice Note 01/11.

4 Presentation
It is the developer’s responsibility to present clearly all the necessary information, and ensure that all plans are at an appropriate metric scale for maximum clarity of communication, to enable the application to be processed efficiently.

It is recommended that:
• Location Maps be 1:1250 or 1:2500
• Site Layouts should be 1:500 and 1:200
• Photographs and Photomontages follow the new guidelines issued by the Landscape Institute 01/11.

Service information, sightlines and all relevant site layout details should be included on the same plan as the landscape submission. If plans are unclear, or the information ambiguous, delays are likely since the Development Control Officer will have to contact the applicant for clarification before proceeding. Furthermore, the information provided by applicants should be readily understandable by members of the public and Council Members, to permit the consultation and decision making process to be efficiently undertaken.
5 Check List Criteria – The following should be considered by the developer before submitting a planning application:

Landscape designations – that will have implications for development;

- UDP/Local Plan Reference
- Planning Brief (if available)
- Areas of particular Landscape Value defined by LANDMAP
- Areas of Outstanding Natural Beauty
- National Park
- Historic Parks and Gardens
- Landscapes of Outstanding or High Special Historic Interest
- Conservation Areas
- Coastal Protection Zone
- Green Wedge

- Ancient Monuments
- Listed Buildings
- Safeguarding areas and areas liable to flooding
- Common land
- National & International Promoted PROW
- Ramsar sites
- SINC’s
- Nature Reserves
- Sites of Special Scientific Interest
- Tree Preservation Orders
- Protected species

Note: Text in red denotes primary designations of landscape significance

Site Survey and Analysis to address:-

- Site Location (on ordnance survey base to include north point )
- Visual Considerations (including views into and out of the site and to be carried out in line with current GLVIA/TVIA guidance)
- Landscape Character ( to be carried out in line with current GLVIA/TVIA guidance)
- Ecological/Wildlife Habitats( in consultation with Biodiversity Officer)
- Geology and Soils
- Environmental Impact Assessment (where requested)
- Contours and Levels
- Climate/Microclimate
- Drainage (natural and man-made) clarification of land use (on site and adjacent sites)

- Vegetation and Natural Features
- Historic and Archaeological Features
- Measured Tree Survey to clarify existing vegetation and identify loss of any species (plans should identify species, height, girth, canopy spread and condition in line with BS standards - in consultation with Tree Officers)
- Existing Services (above ground and below)
- Existing Rights Of Way (on site and adjoining land in consultation with PROW team)
- Site Boundaries (location, type)
- Land use restrictions e.g. PROW, easements, covenants
**Settlement Relationships** leading to - **LVIA’s** (Landscape and Visual Impact Assessments) and **TVIA’S** (Townscape Visual Impact Assessment). – Ref to Guidelines for Landscape and Visual Impact Assessment, but will broadly include:

- Local settlement character
- Sense of place/ Distinctiveness
- Views & Vistas
- Cumulative Impact
- Landmark Features
- Circulation / Orientation
- Form /Mass/Grain
- Colour
- Character and Materials
- Sensitivity & Tranquillity

**Development Brief** to include:-

- Analysis of the survey data and settlement relationships together with the development brief should inform the basis of the design.
- Existing features to be retained or removed
- Protective measures
- Contracting working areas and site access
- Areas of major constraints (including sightlines)
- Off-site information effecting proposals
- Areas to be developed
- Setting of the proposal
- Development of key design principles

*(Note: This may be a helpful exercise where schemes have been submitted for outline approval but where lack of detailed design prevents a full analysis of the impact of the proposal, broad principles can be agreed and developed further in a full application.)*

**Landscape Masterplan** to include:-

- Landscape Structure (main areas for hard and soft planting)
- Services (existing and proposed, including zones of restriction by statutory undertakers affecting planting)
- Location and orientation of buildings
- Land Drainage (existing, proposed; streams, ponds, water features, SUDD’s)
- Roads, Footpaths, Cycleways, Bridleways, (including links to adjoining land)
- Boundary Treatment
- Open Space
- Phasing and Programming
- Contours and Levels (existing, proposed; areas of cut and fill)
- Management Concept (long term design intentions)
### Detailed Landscape Proposals: Planting Details

to address:-

<table>
<thead>
<tr>
<th>Topsoil/Planting Material (depth and specification)</th>
<th>Protective Fencing measures (temporary/permanent; to existing features and to new planting)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irrigation/water points</td>
<td>Mulch (depth and specification)</td>
</tr>
<tr>
<td>Site Preparation</td>
<td>Remedial surgery to existing trees to be identified</td>
</tr>
<tr>
<td>Supports for trees/ shrubs/ climbers</td>
<td></td>
</tr>
<tr>
<td>Planting Specification (to include reference to; species, sizes, spacing, height and girth)</td>
<td></td>
</tr>
<tr>
<td>Grass/Seeded areas (to include specification – local provenance always preferable)</td>
<td></td>
</tr>
</tbody>
</table>

### Landscape Hard Surfaces/Structures

to address:-

<table>
<thead>
<tr>
<th>Walls, Fences, Gates, Rails, Barriers, Trelliswork</th>
<th>Seating, Litter bins, Bollards, other street furniture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Routing (depth, height, type, markers)</td>
<td>Structures associated with building services (ventilation outlets/ inlets, coolers, refuse stores)</td>
</tr>
<tr>
<td>Surfaces (soft, hard, drainage falls, steps, ramps)</td>
<td>Lighting, Signing Services above and below ground, existing and proposed.</td>
</tr>
<tr>
<td>Sub-Stations, junction boxes and similar structures</td>
<td></td>
</tr>
<tr>
<td>Play Equipment</td>
<td></td>
</tr>
<tr>
<td>Telephone kiosks, Post boxes, Bus stops</td>
<td></td>
</tr>
</tbody>
</table>

### Management Plans

to include:-

<table>
<thead>
<tr>
<th>Design Concept (supplementary plans may be provided to illustrate management proposals)</th>
<th>Maintenance Regime (to address habitat management and creation, species management, grass areas, native and non-native planting, woodland, water areas, SUDD’s )</th>
</tr>
</thead>
<tbody>
<tr>
<td>To provide the framework for biodiversity management proposals</td>
<td>Plan periods with ranges from 5-10 years dependant on scale and sensitivity of proposals and to include robust replacement schedule</td>
</tr>
<tr>
<td>Access requirements (Public, Private, Emergency)</td>
<td></td>
</tr>
<tr>
<td>Maintenance Responsibility (public, private) to be clearly defined</td>
<td></td>
</tr>
</tbody>
</table>