

GUIDELINES FOR DEVELOPERS

Landscape Proposals for Development Sites

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1.0 An introduction

- 1.1 Colchester Borough Council is committed to both maintaining and enhancing the quality of the landscape within the Borough as part of its corporate objective to 'be the cleanest & greenest borough in the country'.
- 1.2 Many developments within the Borough that require planning permission are enhanced by the inclusion of landscape works, which are now acknowledged as an integral and important factor within their design. To this end, where landscape proposals are required they need to be well thought out and of a high quality, particularly in relation to their design, implementation and future management. The landscape aspect of relevant proposed development needs therefore to be approached capably, with the relevant independent professional advice taken where necessary to ensure compliance with this and other guidance notes, recommendations and legislation.
- 1.3 In order to enable a full planning application to be progressed effectively and increase the likelihood of a quick and favourable decision, it is not generally acceptable to agree, or postpone by condition, any strategic (concept) landscape proposals until after planning permission has been granted. Landscape detail however is generally addressed under condition or as part of reserved matters.
- 1.4 Where the landscape strategy aspects of a development is not well considered delays may be experienced due to the negotiation of

amendments, which if protracted may lead to a planning application being refused.

2.0 Guidelines

- 2.1 To enable the planning application to be progressed as quickly as possible the following guidance notes need to be complied with (as applicable):

Usually required at the full planning application stage:

Guidance note A: Strategic (concept) landscape schemes for development proposals, for detail see section 3 below.

- 2.2 To enable landscape conditions/reserved matters to be discharged the following guidance notes need to be complied with (as applicable):

Usually required at the condition/reserved matter detail submission stage:

Guidance note B: Detail landscape proposals for minor developments (minor = sites under either 10 units or 1000 sq meters), for detail see section 4 below.

Guidance note C: Detail landscape proposals for major developments (major = sites over either 10 units or 1000 sq meters), for detail see section 5 below.

3.0 Guidance note A: Strategic (concept) landscape proposals required as part of a full planning application or reserved matters

- 3.1 Where landscape strategy proposal are required (for both major and minor developments/applications) these need as a minimum to comply with the Council's following baseline standard requirements (as applicable):

- Comprise copies of a co-ordinated and numbered drawing(s) (plan(s) and if applicable sections) to a clearly readable scale, including clear and concise layout of planting and external works, with a corresponding symbol key for each drawing; laid out broadly in accordance with BS1192: Part 4: 1984.
- Include an indicative layout clearly and concisely illustrating proposed landscape elements overlaid against the footprint of the proposed development (refer to guidance sheet for minimum requirements – see 3.2 below), this to include proposed layout/location (as appropriate) of:
 - Tree planting locations and preferably type (giving botanic ID).
 - Shrub beds, hedges, grassed areas, and other areas of soft landscape.

- External works: including roads, footpaths, parking areas, hard surfacing, furniture, bollards and any other principal external works elements.
- Enclosure: including fences, walls, railings and any other principal form of enclosure.
- Clearly identify any areas of proposed open space, both private and public (separately identified).
- Clearly identify any play areas by area , where possible by type (LEAP, NEAP, LAP, etc)

Generally, the services of a landscape consultant (preferably a member of the Landscape Institute) should be considered for complex landscape proposals.

- 3.2 An information sheet detailing the Council's standard requirements in relation to strategic landscape proposals for developments is available from the Council, for a copy please email planning.services@colchester.gov.uk, address your enquiry FAO of the Landscape Planning Officer and asking for a copy of 'LIS/A'. This information sheet is regularly updated in order to keep abreast of any changes in any developing best practice and legislative or corporate requirements.

4.0 Guidance note B: Detail landscape/planting proposals required to discharge standard landscape condition(s) for minor developments
(minor = sites under either 10 units or 1000 sq meters)

- 4.1 If a landscape/planting proposal for a minor development needs to be submitted to and agreed by the Council in order to discharge standard condition(s), this needs (as appropriate) to:
- Comprise copies of a scaled, co-ordinated and numbered drawing(s) (plan(s) and if applicable sections) including clear and concise layout of planting and where applicable external works (hard surfacing, fencing/railing, etc).
 - Include, where applicable, type, location/spacing and sizes for all planting, plant schedule (using botanic names to avoid misinterpretation) and implementation specifications.

Where required the services of an independent landscape consultant needs to be considered to advise on/draw up landscape proposals required to satisfy planning condition(s).

- 4.2 An information sheet detailing the Council's standard requirements in relation to planting/landscape proposals for minor developments are available from the Council; for a copy please email planning.services@colchester.gov.uk, address your enquiry FAO of the Landscape Planning Officer and asking for a copy of 'LIS/B'. This

information sheet is regularly updated in order to keep abreast of any changes in any developing best practice and legislative or corporate requirements.

- 4.3 Once the landscape/planting proposal has been drawn up copies of it should then be submitted to the Council's Landscape Planning Officer for assessment. In order to enable the Council to register the proposal it will need to submit under a completed 'Application for Approval of Details Reserved by Condition' form; further information/guidance on this requirement and the application form is available on the following link: http://www.colchester.gov.uk/Info_page_two_pic_2_det.asp?art_id=6692&sec_id=1777
- 4.4 Once the Landscape Planning Officer has assessed the submitted landscape/planting proposal they may then ask for revisions and/or additional details to be applied/added to ensure the proposals meet the Council's minimum requirements. If revisions are required the Landscape Planning Officer will draw up and respond with a Landscape Report detailing all the minimum requirements, these will then need to be applied comprehensively within any revised proposal and resubmitted for assessment. If the minimum requirements have been fully adhered to, or the original submission was satisfactory, condition will then be formally discharged by letter.
- 4.5 It should be noted that registration of the landscape/planting proposal triggers a 12 week timeline within which agreement needs to be reached in order for condition to be discharged, failure to reach agreement may result in a refusal to discharge condition being issued and a resubmission of application (and fee) may then have to be made. In recognition of this timeline the Landscape Planning Officer will usually comment on any submission/resubmission within 10-15 working days from any receipt/registration of the proposal (note: an email contact helps to speed up the process).
- 5.0 Guidance note C: Detail landscape/planting proposals required to discharge standard landscape condition(s) for major developments (major = sites over either 10 units or 1000 sq meters)**
- 5.1 If a landscape/planting proposal for a major development needs to be submitted to and agreed by the Council in order to discharge standard condition(s), this needs to as appropriate to:
- Comprise copies of a scaled, co-ordinated and numbered drawing(s) (plan(s) and if applicable sections) including clear and concise layout of planting and where applicable external works (hard surfacing, enclosure, furniture, fittings, lighting, etc).

- Include, where applicable, type, location/spacing and sizes for all planting, plant schedule (using botanic names to avoid misinterpretation), planting materials and implementation specifications.
- Include an implementation & monitoring programme
- Where separately conditioned to include a management plan for any public/communal space.

Generally, the services of an independent landscape consultant (preferably a member of the Landscape Institute) should be considered for complex landscape proposals required to satisfy planning condition(s).

- 5.2 An information sheet detailing the Council's standard requirements in relation to planting/landscape proposals for major developments are available from the Council; for a copy please email planning.services@colchester.gov.uk, address your enquiry FAO of the Landscape Planning Officer and asking for a copy of 'LIS/C'. This information sheet is regularly updated in order to keep abreast of any changes in any developing best practice and legislative or corporate requirements.
- 5.3 Once the landscape proposal has been drawn up copies of it should then be submitted to the Council's Landscape Planning Officer for assessment. In order to enable the Council to register the proposal it will need to submit under a completed 'Application for Approval of Details Reserved by Condition' form, further information/guidance on this requirement and the application form is available on the following link: http://www.colchester.gov.uk/Info_page_two_pic_2_det.asp?art_id=6692&sec_id=1777
- 5.4 Once the Landscape Planning Officer has assessed the submitted landscape proposal they may then ask for revisions and/or additional details to be applied/added to ensure the proposals meet the Council's minimum requirements. If revisions are required the Landscape Planning Officer will draw up and respond with a Landscape Report detailing all the minimum requirements, these will then need to be applied comprehensively within any revised proposal and resubmitted for assessment. If the minimum requirements have been fully adhered to, or the original submission was satisfactory, condition(s) will then be formally discharged by letter.
- 5.5 It should be noted that registration of the landscape proposal triggers a 12 week timeline within which agreement needs to be reached in order for condition to be discharged, failure to reach agreement may result in a refusal to discharge condition being issued and a resubmission of application (and fee) may then have to be made. In recognition of this timeline the Landscape Planning Officer will usually comment on any

submission/resubmission within 10-15 working days from any receipt/registration of the proposal (note: an email contact helps to speed up the process).