

Planning Application Checklists for Smaller Developments

The following checklists have been provided for developers of *small* housing and/or flatted developments (less than 50 units) to help ensure they have addressed all of the key requirements of this guidance prior to submitting a planning application.

Requirements will be more extensive for larger schemes and may involve, for example, the production of a Waste Management Plan. Developers of larger schemes should consult with the Council at the earliest opportunity to discuss requirements.

Please note that the checklist is provided for convenience only to help developers cover the main points of the guidance, and should not replace a thorough understanding of this guidance as a whole.

Street-level properties	Guidance Section	Checklist
Have you ensured there is adequate and appropriately located internal storage space?	2.2	<input type="checkbox"/>
Have you ensured there is adequate external storage space, including enough space for food waste containment?	2.3	<input type="checkbox"/>
Have you considered whether a communal bin solution is more appropriate for the development? <i>If it is, please refer to the flats checklist below.</i>	2.3	<input type="checkbox"/>
Have you ensured that the design of the external storage is appropriate, safe, accessible, and does not intrude on the street scene?	2.4	<input type="checkbox"/>
Has appropriate access and space been allowed for bulky waste presentation?	2.5	<input type="checkbox"/>
Have you considered the provision for garden waste, including space for council collections, space for composting bins, and provision of composting bins?	2.6	<input type="checkbox"/>
Have you ensured proper waste collection vehicle access, including roadway strength, layout, manoeuvring and access?	6.1-6.5	<input type="checkbox"/>
Have you specified all of the above in the planning application?	1.5	<input type="checkbox"/>

Small flatted developments	Guidance Section	Checklist
Have you ensured there is adequate and appropriately located internal storage space?	3.2	<input type="checkbox"/>

Have you ensured there is adequate external storage space?	3.3	<input type="checkbox"/>
Have you considered the need for management of bins and bin stores, including security and cleaning?	3.4	<input type="checkbox"/>
Have you ensured that the external storage facility is well designed and located in an appropriate place, with particular regard to noise, odour, fire, accessibility, security, cleaning and collections?	3.5, 3.7	<input type="checkbox"/>
Have you ensured that the external storage facility is sized appropriately, including enough space for food waste containment?	3.6	<input type="checkbox"/>
<p>Have you ensured that the bins can be accessed by collection crews?</p> <p><i>Are the bins within the maximum distance that operators should be required to wheel the containers?</i></p> <p><i>Is the collection pathway appropriate?</i></p> <p><i>Will the crews have access to the bin storage area(s), and if not, what arrangements will be made to move bins to a collection point?</i></p> <p><i>Have you ensured that there is sufficient space in the bin storage facility to enable operatives to return emptied bins to a position that does not obstruct the manoeuvring of those containers that are yet to be emptied?</i></p>	3.8, 3.9	<input type="checkbox"/>
Has appropriate access and space been allowed for bulky waste storage?	3.10	<input type="checkbox"/>
Have you considered the inclusion of a reuse room and/or tool store in the development?	3.10	<input type="checkbox"/>
If your development is a mixed-use commercial and residential one, have you considered the additional requirements for this?	4.2-4.7	<input type="checkbox"/>
If you are intending on using non-standard waste storage and management, e.g., underground waste containers or automated vacuum systems, have you considered the additional requirements for this?	5.1-5.12	<input type="checkbox"/>
Have you ensured proper waste collection vehicle access, including roadway strength, layout, manoeuvring and access?	6.1-6.5	<input type="checkbox"/>
Have you specified all of the above in the planning application?	1.5	<input type="checkbox"/>