

ORKNEY
ISLANDS COUNCIL

Development quality within settlements



Supplementary Guidance
March 2012

Planning in Orkney

The Orkney Local Development Plan cannot be adopted until the formal Scottish Government Examination process is complete. This stage will take several months to complete. In order to ensure that the Council's aspirations for development quality within settlements are implemented as soon as possible, this version of the Development Quality within Settlements Supplementary Guidance has been approved as Supplementary Planning Guidance.

It will be necessary to take a report to a future meeting of the Council to establish the document as statutory Supplementary Guidance. This further report cannot be made until the proposed Orkney Local Development Plan is formally adopted. In order to ensure that this final stage of the process results in an up-to-date document, it is proposed that implementation of this Supplementary Planning Guidance over the next few months be monitored and any further amendments which may be required to respond to this will be the subject of an appropriate level of consultation prior to the aforementioned report being submitted to the Council seeking approval of the document as statutory Supplementary Guidance.

All of the policies in the Plan will be afforded equal weight in the determination of planning applications, and so it is important to ensure that your proposal accords with all policies that are relevant to your proposal.

The Council's Development Management Officers deal with planning applications and they would welcome the opportunity to discuss ideas for development before an application is submitted. The following means for contact and advice can be followed:

Copies of this document

This document is available in hard copy as well as on the internet. Please see: www.orkney.gov.uk

Telephone: 01856 873535

Email: planning@orkney.gov.uk

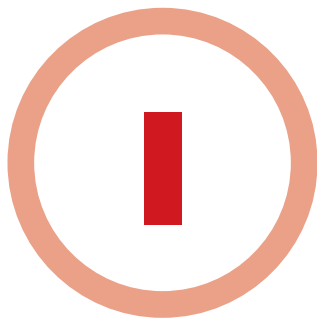
Website: www.orkney.gov.uk/Service-Directory/D/Development-Management.htm

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Introduction



1.1 BACKGROUND

The design of new development is important for a number of reasons. Design is always to some extent subjective, and is not something that can be quantified in simple terms. However, it is a generally held principle that places that are well designed are enjoyable to live in stand the test of time. Good design respects and enhances the character and local distinctiveness of the surrounding area. It also adds value to a development, creating places that are well connected, attractive, safe and easy to move around. The purpose of this Supplementary Guidance is to promote and uphold a high quality of design in new development within Orkney's towns, villages and rural settlements. The guidance covers all types of new development, including all forms of housing and business proposals and alterations and

extensions to existing buildings. The following guidance goes some way towards encouraging high-quality sustainable developments, however, it should not be used as a rule book and it is recommended that applicants seek the advice of skilled architects and designers. Reference should be made to its principles in order to assist the design process.

POLICY D9

Standards of design

New development including extensions to existing buildings will be supported where it is demonstrated that the design and scale;

1. reflects and reinforces the traditional pattern and character of the surrounding area, or the building to be extended, and reinforces local distinctiveness;
2. uses materials and landscaping that complement the setting of the development;
3. demonstrates the sustainable use of resources (including the minimisation of energy, waste and water usage) throughout construction, within the future maintenance arrangements, and for any decommissioning which may be necessary; and
4. accords with the design and energy efficiency and generation standards and palette of materials set out in supplementary guidance.

Planning applications for new buildings should normally be supported by a design statement. The design statement should include details of the energy conservation measures to be incorporated in the design and the layout of the development in light of any constraints on the development site.

Further guidance is provided in the supplementary guidance *Development Quality Within Settlements*, the *Design Of New Houses & Extensions In The Orkney Countryside* and *Sustainable Design & Energy Efficiency*.

I.2 PLANNING POLICY

Scottish Planning Policy emphasises the importance of good design and the protection and enhancement of the natural and built environment. This guidance accompanies Policy D8 *Standards of design* of the Orkney Local Development Plan (the Plan) which seeks to promote the development of high quality buildings throughout Orkney which respond to and enhance the local character and sense of place. The guidance details the standards which will be required for all new development within the settlements, including extensions to existing buildings.

The Scottish Government publications *Designing Places* and *Designing Streets* provide best practice guidance on key design issues, and compliance with these documents will be taken into account in decisions on planning applications. *Designing Places* focuses on the role of the planning system in delivering a high quality built environment. It sets out six qualities of successful places, namely identity, that they are safe and pleasant, easy to move around, welcoming, adaptable to change, and sustainable. *Designing Streets* establishes the requirement for the design of streets to be derived from an intelligent response to location, rather than a rigid application of standards. It also requires that street design meets the six qualities outlined in *Designing Places*.

Applicants should also ensure that any proposal for new development within Orkney's existing settlements accords with the settlement statements and other relevant policies contained within the Plan and associated supplementary guidance, including Sustainable design and energy efficiency; Protection and conservation of trees and woodland; Development briefs; The Orkney Open Space Strategy; and Infrastructure delivery and developer contributions. Where relevant, proposals should also reflect the requirements of any urban design framework, masterplan or development brief which is in place. The purpose of these documents is to ensure that development proposals will specifically relate to the future land use and design strategy and characteristics of the place in which development is proposed.

I.3 HOW TO USE THIS GUIDANCE

This guidance contains a number of key principles and design standards which should be followed to ensure that Orkney's settlements are distinctive and have their own recognisable qualities. Orkney Islands Council will expect to see evidence that these key principles and standards have been considered and set out in a design statement where this is required (see Section 5). The guidance is aimed primarily at housing developments, although the principles will be applied to all types of development. A number of the development sites identified in the Plan will also be the subject of development briefs, which will contain more detailed site specific design considerations.

The guidance is set out in four sections containing the key principles and required standards which should be applied to the design process and explained within a design statement where this is required.

Section 2 provides key design principles and guidance which should be followed to ensure the creation of places with character and identity.

Section 3 provides detailed guidance on access issues and linkages to ensure that development is well integrated, connected to the surrounding environment and offers a variety of modes of travel.

Section 4 seeks to promote safe and attractive places that are responsive to the natural environment and offer quality recreational opportunities.

Section 5 summarises the information which should be provided within a design statement. A design statement template is also provided at Appendix I to assist.

Creating and enhancing local distinctiveness

2



Contemporary use of materials and swales used as part of a SUDS system

2.1 KEY PRINCIPLES

Spaces that provide a distinctive and memorable character have a strong sense of place. Each part of a settlement should be recognised through its distinct characteristics, landmarks, views and activities. People should also easily understand the difference between public and private space, and feel safe as they understand where they are and where they are going. The following key principles should be addressed for any new development within Orkney's settlements:

- New development must reflect an understanding of the context of the surrounding built and natural environment.
- Site layout must establish and re-enforce a strong relationship between new buildings and streets or public spaces.
- Density should be appropriate to the site's context and its level of accessibility to public transport, facilities, shops and employment opportunities
- As a general rule, infill development should not result in a plot ratio which exceeds 1 third building and 2 third open space, though this will depend on response to the surrounding built context and the overall quality of the design concept.
- Public and private spaces should be clearly defined.
- Buildings along prominent streets, key frontages and corners must reinforce the character and identity of the locality taking advantage of opportunities for landmark features or distinctive built forms.

2.2 UNDERTAKING A SITE APPRAISAL

Much of the development within Orkney's settlements in recent years has not responded to activities on adjacent sites and the surrounding area. The first stage in the design process should be to carry out an appraisal of the development site. The key existing characteristics of the site should be identified, including;

- existing access connections to and around the site;
- pedestrian and vehicle movements in and around the site;
- landscape features;

- topography;
- views in and out of the site;
- neighbouring land uses;
- materials used in the surrounding area- walls, roofs, windows, street furniture, street surfacing;
- the local street pattern;
- local density; and
- networks of open spaces in and around the site.

The demolition of a building or structure within a settlement, which features on the local list, will only be permitted where the replacement development is of such a high quality design that the loss of character resulting from the demolition of the building of local importance will be adequately mitigated through the positive impact of the new development so as to conserve and enhance the character and distinctiveness of the locality. In the case of buildings and structures situated within a conservation area, guidance should be sought from the relevant conservation area appraisal and management plan. Design guidance specific to Listed Buildings and buildings and structures which feature on the Local List can be found within Supplementary Guidance *Listed Buildings and the Orkney Local List*.

The features identified in the site appraisal should be integrated into the new development. Key desirable connections such as to schools and other services, open spaces and public transport links should be identified and reflected in the site layout.

2.3 SITE LAYOUT

For residential developments, achieving an appropriate layout is a key consideration in the design process. Small plot sizes offer more choice of routes than large plots, are easier to navigate and offer better opportunities for walking and cycling. A variation in the plot size within a place can also add variety, interest and character. Diversity within a site layout can be added by differing house styles, plot widths and architectural details.

Site layout should be arranged to actively address streets and make a clear distinction between public and private spaces. As a general rule, buildings fronting onto streets and public

realm space present their public face and create activity, vitality and security.

Whilst there is the opportunity to vary the orientation of individual properties, it is important to maintain a continuous building line along a street edge in order to provide good enclosure and shelter to a street or public space and to generate an active frontage with frequent windows and doors. This is most easily achieved by maintaining a parallel or perpendicular relationship between buildings so that they collectively present a constant building line to streets and public spaces. Active frontages also encourage street activity and increase security. The primary means of access for dwellings should generally be from the street, and blank facades should not generally face out onto public space.

2.4 DENSITY AND OPEN SPACE STANDARDS

The Settlement Statements contained within the Plan identify indicative densities for designated housing sites. For other sites the appropriate density will be determined by taking account of a number of considerations including landscaping, access, drainage and neighbouring density levels. In close to town centre and town centre locations, densities of no fewer than 25 units per hectare will generally be required, while in the remainder of the towns and in the villages as a general rule 15 units per hectare will be acceptable. As a general rule within the rural settlements densities should reflect the surrounding area, with a maximum of 10 units per hectare. These standards are intended to provide a common starting point for the design process. Proposals to vary from these standards must be carefully planned to ensure that the local character of the area is maintained and enhanced.

It is important that adequate open space is provided for the enjoyment of residents, and as a rule of thumb the total footprint area of all buildings should not normally exceed one third of the total plot area. However, it should be noted that this requirement is indicative, and reference should be made to the density of the surrounding area and the overall design concept for the site in terms of public and

private realm in defining the appropriate solution for each location. A design statement should be used to demonstrate this information. Development within Conservation Areas and historic built fabric in particular will be less able to accommodate a large proportion of open space. Flatted development is encouraged within town centre and edge of town centre areas. In these circumstances it will be appropriate for higher density developments provided that it is demonstrated that the character and the amenity of the local area is maintained and enhanced by the new development.

2.5 SITING OF BUILDINGS

The siting of a building within the plot is important because it contributes to the character and built coherence of the area. It is important within built up areas to ensure that an appropriate level of amenity is maintained for existing residents. For this reason, the minimum distance between any combination of windows to living rooms, dining rooms and/or bedrooms directly facing each other should not normally be less than 21m. However, in order to ensure an appropriate block pattern and relationship with streets, buildings should not be sited in such a way that they purposefully do not align with neighbouring buildings in order to comply with this requirement. Therefore, close attention will have to be paid to the floor plan arrangement and the location of doors and windows.

Streets should generally be designed with the basic principle of public fronts and private backs. Back gardens should be private and adjoin other back gardens or a secure communal space. However, backing onto public open space should be avoided. Front doors should open onto front gardens, or small areas in front of the property. In commercial developments, service areas should be located to the rear with active frontages and sides to the buildings.

2.6 CORNERS AND GATEWAY FEATURES

Where a building is on a corner, it should “turn” the corner by providing an active frontage on both streets. Corner sites are visually prominent, have two frontages and need to face both ways. Gateway features

should be included at main entrances into a new development where appropriate. These should add to the character and identity of a place. Gateway features will normally include soft landscaping, street furniture or public art features to provide a sense of arrival. Alternatively, the building itself could have a more articulated design to establish a gateway feature to the site.

2.7 EXTENSIONS AND ALTERATIONS

The siting and design of any extensions or alterations must respect the character of the original building and the local area. In particular, the scale, position and form of extensions should work with and complement the existing building and its surroundings, and materials should be chosen to respect and complement the existing range of materials present in the area. There must be no significant loss of amenity to occupants of existing neighbouring buildings, such as loss of privacy or daylight as a result of overlooking or overshadowing.

2.8 MATERIALS AND TRADITIONAL SKILLS

The form of new buildings, unless identified as landmark developments or located in strategic sites should aspire to simplicity – selecting from a limited range of materials and colour choices and avoiding overly complicated built forms. There are many approaches which are likely to be acceptable, including the incorporation of more innovative contemporary design alongside (where relevant) renovation and restoration of existing buildings.

For larger sites, reference should be made to the Plan Settlement Statements which identify the sites which will require a detailed development brief to be prepared at the first stage of the development process. As a general guide, in circumstances where there is no requirement for a development brief, or for infill or windfall sites the following design features will be appropriate within settlements:

- For housing simple forms should generally be used.
- For commercial premises the opportunity for

a confidently contemporary building design will be supported where this will maintain and enhance the character of the local area.

- Heavy/over-size roof eave details should be avoided in most circumstances.
- Varied material choices should be explored including the use of smooth harling, stone, metal, glazing or timber materials as the main visible construction materials.
- Where a dry dash material is to be used choose a single colour of stone and ensure that the stone and base render layers match closely.
- Use of colour is important. As a general rule muted or pastel shade colours are best however the opportunity to utilise colour to add interest and variety could be explored on a case by case basis.
- The use of small elements of varied finishing materials (for example brick, metal or stone) can add interest to key elevations when designed as part of a larger development.
- Architectural interest could be provided in the detail of windows, doors / thresholds to achieve a coherent and attractive elevation on all sides.
- Landscaping and access should be designed as the core of any development and there should be a strong relationship between materials used for streets and spaces and the buildings.

2.9 LANDSCAPING

The presence of trees and other landscaping plays a significant part in the appearance and character of an area. It can give an

instant appearance of maturity to new development and soften the appearance of new buildings. New development should include and accommodate trees and other planting where appropriate and practical. Landscaping proposals should always refer to and complement the characteristics of the area and, where appropriate, provide a focal point such as a seating area or public space. Planting and biodiversity will be important factors to consider and reference should be made to the Supplementary Guidance *Natural heritage and The protection and enhancement of trees and woodland*.

Development proposals will be required to make satisfactory provision for landscaping in order to assimilate the development into its local landscape context and should:

- Include soft and hard landscaping proposals as an integral part of the development.
- Be of a scale and type appropriate to the development itself and to the character of the surrounding area, and relate to the development and its landscape setting.
- Respect and, where appropriate, retain and protect existing landscape features.
- Ensure that a programme for the planting of the agreed landscaping proposal is established as part of the planning permission.
- Ensure that suitable arrangements are made for the long term management and maintenance of the agreed landscape proposals to the satisfaction of the Planning Authority.
- Retain, repair or expand existing stone dykes wherever possible, and continue the use of stone dykes as a boundary treatment where evidence of existing stone dykes exists within the development site.
- Retain existing tree belts, shrubbery or other landscape features wherever possible.



Integrated public open space

Creating good access and connections



3.1 KEY PRINCIPLES

Successful places depend upon good access and connections to and within the place, which will influence people's movement patterns. Making these connections starts to change the function of the street, generating social encounters and adding to a sense of community. Connected streets provide people with a choice of routes, while streets and paths that connect together as part of a network, help people to move around much more easily. This also integrates communities and reduces isolation of some parts of the community. The following key principles should be applied for any new development within Orkney's settlements:

- Development must be accessible, creating barrier free environments wherever possible.
- Development must be well connected with adjacent street networks, paths and other routes and must allow for future connections.
- Parking provision must ensure that it is integrated with the site layout and landscaping.
- A hierarchy of street types should be established, with each street type classified according to its character and capacity.
- Places must promote the concept of a "walkable neighbourhood".
- Places must be designed to accommodate public transport provision where appropriate.

3.2 MOBILITY IMPAIRED ACCESS

The Council will assess all planning applications for potential implications related to use by the disabled, whether with sensory, mobility or mental disability. In all cases, the design of access should be an integral part of building design and must not adversely affect the character or setting of the building, and/or the character or setting of any Conservation Area. The relevant Conservation Area Management Plan should be referred to for detailed guidance on access within the Conservation Areas.

In all cases developers will be encouraged to provide barrier free environments.

Initiatives that promote transport opportunities for the mobility impaired are encouraged and supported, and it is recommended that developers consult with the Orkney Disability Forum at an early stage in the planning process. Adequate parking provision should be made for the disabled and other vulnerable groups, and developers will be expected to comply with all relevant legislation and standards relating to the provision of access for the disabled.

3.3 MAKING THE CONNECTIONS

Planning the connections successfully within a development will provide the maximum choice of routes for movements that will be generated and will provide connections to schools, open spaces and other facilities. An appraisal should be undertaken of existing movement patterns in and around the site, and the likely desired

movements that people will want to make, to ensure that new connections integrate with existing ones. Planning applications for more than a single building should be supported by an access plan that shows existing footpaths, bridleways and cycleways on the site, together with proposed public access provision both during construction and after completion of the development (including links to existing path networks and to the surrounding area, and access points to water).

Places should be designed as walkable neighbourhoods, with access to local facilities and services within a 5-10 minute walk. Development proposals should also provide for a range of transport modes, making it as attractive to walk or cycle as it is to take the car. Streets which could be used by public transport should be identified at an early stage so they can be designed to be as direct as possible. Where paths and cycleways are required within a development they must be designed to be safe and convenient for the public to use. Where applicable, they should address the requirements of disabled people, and a programme of adequate maintenance must be agreed with the Planning Authority.

3.4 PARKING PROVISION

Car parking can dominate the streetscape unless it is carefully designed and should be designed as an integrated element of any development. Streets must be capable of

accommodating parked vehicles without detracting from the character of the place. Parking and turning space also needs to be considered for bicycles, public transport and service vehicles. Reference should be made to the Council's *Roads Development Guide* and the Scottish Government's *Designing Streets* to inform the design of parking areas

On-street parking should incorporate discrete bays broken up by soft landscaping, kerb features or street furniture to soften the impact of communal parking areas. Communal car parking should be considered alongside open space in an integrated solution to public realm where appropriate. In commercial developments, which involve larger areas of car parking, the impact should be reduced by locating parking to the side or rear. Permeable SUDS surfaces will be required and parking bays should be broken up into small separated clusters wherever possible.

3.5 ROADS

Road construction should not be conceived in isolation but as an integrated element of the overall design of the development. The Roads Support Team should be consulted and the Council's *Roads Development Guide* should serve as a guide, but the chosen design should be flexible enough so as not to inhibit an innovative, less car dominant layout which respects the landform and character of the area. The concepts set out in the Scottish Government's *Designing Streets* provide a policy context for investigating more flexible layouts for development.

Access to all new developments should be in accordance with the policies in the Plan, and specifically Policy D5 *Access to new development*. The design of new roads should be in accordance with the SuDS for Roads manual. Where new access roads are created, verges may be sown with an appropriate wildflower seed mix using seed of local provenance where available.



Car parking integrated successfully with site layout.

Creating safe and attractive places

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4.1 KEY PRINCIPLES

Orkney Islands Council wishes to promote safe and attractive places that are responsive to the natural environment and offer quality recreational opportunities. To assist in achieving this aim, the following key principles should be applied to any new development within Orkney's settlements:

- Proposals must use land efficiently and avoid creating layouts which result in left over space.
- New development must incorporate and respond to important natural features.
- New development must include a network of open spaces and connect with existing and surrounding green networks.
- Open spaces must be fit for purpose and linked together by footpaths and cycleways.
- Open spaces, footpaths and parking areas should be overlooked by buildings.

4.2 OPEN SPACE PROVISION

Open spaces allow for informal recreation opportunities and break up the built environment. Well designed open spaces should be an integral part of a development and provide a focal point for the local community. It is important that open spaces add to existing features in and around the site to create a network of green corridors linked together by footpaths and cycle paths which will reduce reliance on the car. Existing natural features on the site should be identified as part of the early appraisal process and integrated into the design.

Developments should incorporate a variety of open spaces with reference to the requirements identified in the Supplementary Guidance *Orkney Open Space Strategy*. This will ensure that a range of uses are provided from opportunities for walking to playing fields and amenity provision. Green networks are also important for connectivity, visual amenity and for encouraging biodiversity. To ensure they are fit for purpose, open spaces should be:

- Overlooked by buildings with active frontages.
- Readily accessible.
- Safe, inclusive and welcoming.
- Well maintained.
- Performing an identified function.

- Linked by foot/ cycle paths to the rest of the place and linked to public transport connections.
- Connected into other open spaces in adjacent areas to form green corridors.

All parts of the site must be considered as an integral part of the layout avoiding areas which do not have a specific purpose. Details of how spaces will be maintained should be provided to the Council. Boundary treatments should enhance and define open spaces. High wooden fencing along such boundaries will not generally be acceptable.

4.3 ENHANCING STREETSCAPES

A programme to identify and enhance streetscape features will be identified through the Town Centre Partnerships, and developments affecting important elements of the streetscape will only be permitted if the elements are retained and, where possible, enhanced. Careful attention should be paid to the building design, finishes and materials. Building scale, positioning of doors, windows, and materials are all important contributors to the overall design of a place. Paving materials and colours should be varied to distinguish between the preferred use of a particular part of a shared surface and to reinforce the distinctiveness and identity of public spaces.

The aim should be to create an interesting streetscape with different building styles sharing an overall unity in terms of design which integrates with the surrounding area. Tree and shrub planting in front gardens and communal parking areas helps to break up the built environment and softens the streetscape, and new planting should be integrated into street designs wherever possible. Care must be taken in the selection of tree species to avoid future maintenance problems in terms of the impact on buildings, footways and servicing.

4.4 LIGHTING, STREET FURNITURE AND PAVING

The implementation of appropriate lighting and street furniture are important in enhancing the local distinctiveness of the area into which

they will be inserted. Lighting of public areas and streets should be kept to a minimum to ensure that the impact on Orkney's night skies is limited as far as possible. Lighting and street furniture within Conservation Areas is addressed separately in Conservation Area Management Plans. The Council will ensure that all new developments have an appropriate design and amount of lighting, which is sensitive to the surrounding area. Lighting schemes for new developments will be assessed against the criteria defined by the Institute of Lighting Engineers.

The introduction of street furniture within the town centre areas of Kirkwall and Stromness will be supported where it is of a high quality design, unified in theme, and is in keeping with the character of the Conservation Areas. Traditional paving materials and landscape features that contribute to the appearance of the town centres will be retained, and, where possible, enhanced. Street furniture within developments outwith these areas must be designed to respect the design of the built fabric, its setting and the character of the wider area.



Traditional drystone dyke

Design statements



5.1 OVERVIEW

Design statements should be produced with a planning application as good practice to assist in demonstrating the concept and design process. It explains the underlying approach which has been adopted, and how policies relating to design have been taken into account. It also describes the steps taken to appraise the context of the development, and details any consultation which has been undertaken on design issues. A design statement will be required for all developments situated within:

- Conservation Areas
- The National Scenic Area
- Scheduled Ancient Monuments
- The curtilage of an A listed building

Design statements may be requested at the discretion of the Local Planning Authority to

assist in the satisfaction and clarification of a proposal, on a case by case basis.

5.2 CONSIDERATIONS

Where a design statement is required to be submitted with a planning application it must detail:

- How the development will meet the Council's design and planning policy objectives.
- How the development relates to the wider area, for example, through a site appraisal.
- The key design principles and design concept of the development.
- How the principles and standards required are reflected within the developments layout, density, scale, visual appearance landscape and any other relevant issues.

The design statement should be illustrated, by plans, sections, elevations, photographs and other illustrations such as those showing perspective. All drawings should be accurately drawn to a recognisable metric scale at eye-level. Coloured drawings are also more informative. Planning applications will not be supported which are not accompanied by a design statement where one is considered necessary. A template has been provided at Appendix I which can be used as the basis for your design statement, however if you are in any doubt please check with a Planning Officer.

The type of information supplied will depend upon the scale of development. For example, where one building is proposed photographs showing the context of the site and the proposed buildings relationship to neighbouring properties may be sufficient. For larger scale developments sufficient graphical information will be required to enable an accurate assessment to be made of how the proposal fits in with and connects to the surrounding area, both visually and physically. Where there are topographical issues to understand, cross-section details must be supplied with the planning application.



Further information

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It is recommended that the following sources of planning advice are read in conjunction with this guidance:

Scottish Government (2010) Scottish Planning Policy
www.scotland.gov.uk/Publications/2010/02/03132605/0

Designing Places – a policy statement for Scotland.

Designing Streets – a policy statement for Scotland.

Planning Advice Note (PAN) 68 Design
Statements [www.scotland.gov.uk/
Publications/2003/08/18013/25389](http://www.scotland.gov.uk/Publications/2003/08/18013/25389)

For any roads related issues please contact the
Council's Roads Support Team.



Appendix I

Design
statement
template



Description of surrounding area

Include character of surroundings, density, street pattern, topography, key landmarks, natural and built heritage features

Site description

Include Planning history, ownership, focal points, landmarks, connections to and within the site, topography, natural and built heritage features

Services

Public utilities such as underground services, drainage, power lines.
Public services such as schools, public transport.

Character and identity of proposals

Describe how you have designed a place with character and identity. Details should be provided of:

- How existing features in and adjacent to the site have been integrated into the design.
- How the site layouts have been designed.
- How buildings encourage active frontages onto streets.
- How corner buildings and other key buildings are easily identifiable.
- Details of the scale and density of buildings.
- Details of materials, roof, wall and glazing finishes for buildings.
- Details of any other features that add character and distinct identity to the proposals.

Description of surrounding area

- Describe how the proposal will create a well connected place. Details should be provided of:
- The existing and proposed future connections to and within the site.
- How the proposed street layout makes walking, cycling and public transport as attractive as using the car.
- Details of traffic calming measures.
- How the proposal will help to facilitate walking.
- How parking has been designed as an integrated element of the development.
- How access for all has been incorporated into the design.

Safe and attractive places

- Describe how the proposal will create a safe and attractive place. Details should be provided of:
- How open spaces are fit for purpose (details of each space and its primary function).
 - How open spaces link with existing green spaces in and around the site.
 - How open spaces, footpaths and communal car parking areas are overlooked by buildings.
 - Soft landscaping proposals and boundary treatments.
 - Footpaths, cycleways, their routes and lighting.
 - Street furniture location and design.
 - Proposed maintenance of open spaces and street furniture.

Additional Information	
Any additional comments including changes arising from consultation.	

Signed

Date

Print Name

Completed forms should be sent to:
Alastair Banks, Development Management, Orkney Islands Council, School Place, Kirkwall

Data Protection Act 1998
The information on this form will be made available for public inspection and will be published on the Council's website.



Appendix 2

Checklist



The following checklist should be used as a prompt to ensure the key principles of this guidance have been incorporated into development proposals.

Creating and enhancing local distinctiveness

Does the design:

- Reflect an analysis of existing site features
- Respond to the surrounding street pattern, building types, scale and massing and materials
- Identify an appropriate site layout
- Ensure that buildings offer a public front and private back
- Ensure that there are active frontages on buildings
- Ensure that corner buildings and other key buildings are easily identifiable

Creating good access and connections

Does the design:

- Ensure access for all
- Create a well connected place
- Identify the existing and proposed future connections
- Make walking, cycling and public transport as attractive as using the car
- Ensure that car parking is designed as an integrated element of the development.

Creating safe and attractive places

Does the design:

- Include open spaces that are fit for purpose which contribute to green corridors.
- Ensure open spaces, footpaths and communal car parking areas are overlooked by buildings with active frontages.
- Integrate planting proposals to soften the urban environment.
- Ensure that boundary treatments are softened with landscaping and avoid stark high wooden fencing.
- Incorporate appropriate lighting and well integrated street furniture, signage etc

Applicants are encouraged to contact a Planning Officer early in the design process to discuss their proposals.

