# **A black background with a black square Description automatically generated with medium confidence**Energy and Sustainable Design Questionnaire

**When should this questionnaire be used?**

This questionnaire is for minor developments (developments from one to nine residential units and one to 999 square meters of non-residential floor space) and householder developments involving new elements in existing dwellings, including replacing a fabric element and constructing an extension.

Developments of a scale above these thresholds (major developments) should not use the questionnaire, but should instead submit an Energy and Sustainability Statement. See Policy SD7: Sustainable Design, Policy SD8: Renewable & Low Carbon Energy, and the Energy & Climate Change Mitigation Supplementary Planning Document (SPD) for more information[[1]](#footnote-1).

**What is the purpose of this questionnaire?**

The Council requires minor developments to submit information proportionate to the size of the development about how the development complies with sustainable design and energy matters. These requirements will have been deemed to have been met if a correctly completed questionnaire is submitted.

The questions in the questionnaire are based on requirements set out in the Runnymede 2030 Local Plan policies, and you should refer to these, as well as guidance in the Energy & Climate Change Mitigation SPD, to complete the questionnaire effectively.

The questionnaire is not an exhaustive list of sustainability matters and additions to the questionnaire are welcome.

Further details about what you need to submit alongside this form, and about what happens next after an application has been submitted, are provided on the [Council’s website](https://www.runnymede.gov.uk/planning-permission/apply-planning-permission-1/8). If planning permission is granted, conditions may be applied requiring work to be carried out in accordance with the information submitted via the questionnaire. It is therefore important that the questionnaire is completed in good faith and any works identified within it are deliverable.

**Part 1: Applicant Details**

Applicant’s name:

Agent’s name:

Site address:

Application reference (if known, e.g. RU.24/XXXX):

Description of proposal (e.g. total and types of units/floorspace):

Questionnaire prepared by (name and qualification/job title):

Signature of above:

Energy information prepared by (name and qualification/job title):

Signature of above:

Date:

**Part 2: Energy & Sustainable Design Questions**

1. Incorporation of measures for the secure storage of cycles and storage of waste, including recyclable waste (Policy SD7(a)). See the Council’s [Parking Guidance SPD](https://www.runnymede.gov.uk/planning-policy/preparation-supplementary-planning-documents/7) for cycle space standards, and [Surrey County Council’s Healthy Streets Design Code](https://healthystreets.surreycc.gov.uk/requirements-and-guidance/section?id=11.8) for cycling storage design considerations.
   1. Has the size and location of secure recycling and waste facilities, both for storage and collection, been factored into the design of the scheme?
   2. Where new cycle parking is required, has provision been made for the secure storage of cycles, and has this been clearly shown on the site plans? Have you considered providing charging points for e-bikes?
2. Protection of existing biodiversity and inclusion of measures to achieve net gains in biodiversity as well as greening of the urban environment (Policy SD7(b)). Refer the Council’s [Green and Blue Infrastructure SPD](https://www.runnymede.gov.uk/planning-policy/preparation-supplementary-planning-documents/5) for further guidance, including extensive guidance for householders. Separate information should be submitted for all developments subject to [Biodiversity Net Gain requirements](https://www.gov.uk/guidance/understanding-biodiversity-net-gain#what-bng-is), but where developments are [exempt](https://www.gov.uk/guidance/biodiversity-net-gain-exempt-developments), the following question should be answered:
   1. Has it been demonstrated through a proportionate biodiversity enhancement statement that the proposals will protect existing biodiversity and deliver net gains in biodiversity (including how enhancements will be managed/maintained)?
3. Passive design: maximising opportunities for passive solar gain and passive cooling through the orientation, layout, massing and landscaping of development (Policy SD7(c)). See Section 5 of the Energy & Climate Change Mitigation SPD on ‘Reduce energy demand (be lean)’.
   1. Has the layout of the site, landscaping and orientation of buildings taken into account solar receipts and other environmental factors to reduce the need for mechanical heating and artificial lighting in the development? Please provide details, including a description of any constraints.
   2. Will the internal layout of buildings make best use of solar gain and natural light? Please provide details, including a description of any constraints.
   3. Will passive cooling/ventilation measures be incorporated into the scheme? Please provide details, including a description of any constraints.
   4. Will the scheme include mechanical cooling (e.g. air conditioning)? If so, please explain why passive measures would not be adequate.
4. Maximising electric vehicle (EV) charging opportunities (Policy SD7(d)). See the Council’s [Parking Guidance SPD](https://www.runnymede.gov.uk/planning-policy/preparation-supplementary-planning-documents/7) for EV parking standards, which incorporates Surrey County Councils standards, and Surrey County Council’s [Health Streets Design Code](https://healthystreets.surreycc.gov.uk/requirements-and-guidance/section?id=9) on the design of EV infrastructure.
   1. Where car parking is provided, has provision been made for EV charging in accordance with the Council’s parking standards?
   2. Has EV equipment and its proposed location been provided in accordance with advice in the Healthy Streets Design Code?
5. Optimising water efficiency (Policy SD7(e)). See [Approved Document G](https://www.gov.uk/government/publications/sanitation-hot-water-safety-and-water-efficiency-approved-document-g) for further guidance on achieving the standards (referred to as the ‘optional requirement’ in Part G of Schedule 1 and regulation 36(2)(b) to the Building Regulations).
   1. If the scheme involves new dwellings (including through replacements, conversions and/or sub-divisions), will these be designed so estimated consumption of wholesome water does not exceed 110/litres/person/day (calculated in accordance with the methodology in the water efficiency calculator)? The relevant water efficiency calculations should be submitted to the Council prior to occupation.
   2. For all developments, will water harvesting measures be incorporated into the scheme? Please provide details.
6. Efficient use of minerals, use of recycled or secondary aggregates, waste minimisation and reuse of material from excavation and demolition (Policy SD7(g)).
   1. Will the use of primary minerals be minimised through e.g. the use of renewable materials, recycled and secondary aggregates, and other recycled and reused materials? Please provide details.
   2. Will demolition/excavation material from the proposed works be reused on site? Please provide details of where material will be derived and where it will be used.
   3. Will unused mineral waste be sent for reuse or recycling? Please provide details.
   4. Will non-mineral construction waste (e.g. packaging, timber, plastics) be minimised? Please provide details.
   5. Will locally sourced materials be used? Please provide details.
   6. Will materials be sustainably sourced (e.g. FSC certified timber)? Please provide details.
7. Low and zero carbon design: using less energy, supply energy efficiently and using low carbon/renewable energy technologies (Policy SD8). Refer to the guidance in this Energy & Climate Change Mitigation SPD, and to the Council’s [Net Zero Carbon Toolkit](https://www.runnymede.gov.uk/council-policy/net-zero-carbon-toolkit) if targeting zero carbon standards.
   1. As well as the passive measures in Question 3, have you considered using active measures to reduce energy demand e.g. through highly efficient fabric (materials used in walls, floors, roofs, windows and doors), high efficiency lighting? Please provide details.
   2. Once energy demand has been reduced as far as possible, have you considered how to supply energy efficiently e.g. using communal low-temperature heating systems served by heat pumps? Please provide details.
   3. Once energy demand has been reduced as far as possible, have you considered meeting the remaining energy needs through the use of on-site renewable technologies e.g. solar PVs and heat pumps? Please provide details on type and location of technology(s), including any visual information to show how the technology(s) will be successfully integrated into the development.
   4. Where air source heat pumps are proposed, have you demonstrated how any adverse impacts on residential amenity (e.g. noise/visual impacts) can be mitigated?
8. Any further information: please provide information about any other sustainable design and energy/carbon emission reduction measures that will be incorporated into the scheme.

*Thank you for completing this questionnaire. Please submit it to be considered as part of your planning application.*

1. Available at: [www.runnymede.gov.uk/planning-policy/preparation-supplementary-planning-documents](http://www.runnymede.gov.uk/planning-policy/preparation-supplementary-planning-documents) [↑](#footnote-ref-1)