England planning and standards brief

Record which project requirements need specialist advice

A practical companion for planning and discussion. Use it to record the setting, compare options and agree a reviewable next step. It is not a certification assessment, clinical tool or substitute for project-specific professional advice.

1. **Confirm the project location, scope and approval route.**
2. **List relevant issues and verify current official requirements with your team.**
3. **Record responsibilities and evidence dates before specifying work.**

Use the right question

Starting point	Focus	Planning question
Planning	Local requirements	Which authority and policy apply to this site?
Building work	Technical checks	Who reviews ventilation, overheating and access?
Ecology	Habitat and landscape	Which obligations or assessments apply to this proposal?

Keep the brief specific: one setting, one user activity and a clear owner for the next action.

Your project worksheet

Complete this during a site walk or team discussion. Record facts separately from assumptions. Use additional sheets for complex projects.

01 Site, activity and people affected

02 Local requirements: Which authority and policy apply to this site?

03 Technical checks: Who reviews ventilation, overheating and access?

04 Habitat and landscape: Which obligations or assessments apply to this proposal?

05 Preferred option and main constraint

06 Owner, first step and review date

Review and next action

Use these prompts to record practical observations. They are original discussion questions, not a validated survey or a scored assessment.

Which authority and policy apply to this site?

Who reviews ventilation, overheating and access?

Which obligations or assessments apply to this proposal?

Agree what happens next

Action	Responsible person	Date / review
Retain, adapt, investigate or stop:		
Uncertainty or evidence to obtain:		

Sources and further reading

Read the companion article (biophilic-innovations.co.uk)

This workbook contains original guidance and worksheets. Refer to the linked sources for their full context; no third-party photographs or assessment forms are reproduced.