

SKYLON  
PARK

developed with business in mind



## Sustainability Assessment for the Hereford Enterprise Zone



Susan Logan  
Managing Director  
Ecoteric Limited

## **Executive Summary**

This guide and assessment is all about delivering good quality, cost effective, durable and efficient buildings at Skylon Park in the Herford Enterprise Zone

Companies developing and occupying new buildings within Skylon Park have many benefits such as business rates exemptions, simplified planning procedures, a great local environment, as well as the opportunity to be close to other likeminded businesses. By following this guide you should reduce your costs of running your new building and the impact it has on the environment we all live in.

As part of the legal planning permission process all new buildings within the Enterprise Zone have to achieve certain sustainability credentials. The purpose of this document is to give investors not familiar with the detail of how to achieve sustainability in new buildings a simple explanation of how the process will work at Skylon Park. It explains how the Skylon Park team and their partner consultants will help you in this process of satisfying the formal planning Local Development Order planning requirements. In other parts of the Country a more formal and expensive BREEAM process is required. However this is not necessarily appropriate to Skylon Park where a more tailored approach is being used specific to the local circumstances.

By following this guidance you will:

- Satisfy the formal planning permission requirements
- Have a building that is cheaper to run in the long term and healthier to occupy; this should be by recognised in its capital value if you decide to move on.
- Be a good neighbour and play your part in reducing the use of finite resources.

The key features of this scheme that has been specifically designed to fit Skylon Park are:-

- A bias towards a low carbon, energy efficient design and criteria which reward a healthy productive workspace benefitting the economic development of the businesses.
- Criteria developed with the recognition that most of the buildings are relatively simple in terms of construction and building services.
- Rewards for using local goods and services.
- Recognition of the Rotherwas wide sustainability issues without individual building developers needing to provide repetitive information.
- A scheme operated and audited by experienced assessors to add robustness to the process, but not 3rd party certified to save costs and time and enable a flexible approach.
- A process which runs through to the first year of occupation to ensure occupants are happy with their building.

The process will be a sustainability assessment against specific requirements /criteria undertaken in collaboration with the appointed assessors, Ecoteric Ltd. Ecoteric are experienced sustainability assessors for all leading UK and US schemes (BREEAM, LEED, SKA, DREAM) and have developed this scheme for the Skylon Park team with a broad knowledge of key sustainability indicators and how assessments can be undertaken practically and demonstrated to be worthwhile.

In summary, the process will be as follows:

- An initial meeting and workshop will be held with the potential occupier /developer and their design team to explain the scheme and to target the criteria and set the score that the scheme hopes to achieve.
- As the design and tender documents are developed, they will be reviewed with the team to check that the targeted criteria can be met.
- During construction, site visits will be undertaken to monitor the site practices and the implementation of the criteria in the design and specification.
- At the end, and once the occupants have settled in, a final review will be undertaken to make sure that the building has fulfilled the objectives.

There will be a scoring system as follows:



50% - businesses building up to 300 sq. m of new space will be expected to achieve this level.



60% - all businesses building more than 300 sq. m of new space will be expected to achieve this level.



70% - all businesses will be encouraged to attain this level but it will not be compulsory.

Each criteria met will score a number of % points , most are 1%, some are rewarded by 2%, and some sections have more criteria than others, reflecting the bias towards cost savings in use, low carbon, energy efficient design and criteria which reward a healthy productive workspace.

Building owners can use the scheme to reduce running costs, measure and improve the performance of buildings, increase their capital value and monitor and report performance. Furthermore this type of assessment can be used to promote the environmental credentials and benefits of a building to potential purchasers and tenants.

It is intended that this process will not add significantly to the capital costs of the building –it is more about thinking about the building design and specification very early on in the process when any extra costs are minimal and more than compensated for by the long term potential energy and water savings achieved.

Some of the topics covered include:

- **Monitoring Energy.** With the ever increasing costs of energy, electronic monitoring and metering is proving popular with bill payers. Should you receive excessive energy bills the cause can be identified and addressed.
- **Window and Ventilation Design.** Allowing good levels of natural light into a building will not only reduce the usage and energy of artificial lighting, but also offer health and wellbeing benefits to building occupiers. Dark and dingy rooms without sufficient daylight or opening windows often prove to impact upon an occupant's comfort and productivity.
- **Water Saving.** Water is another commodity that if provided efficiently can reduce the usage and rising costs of this resource. The assessment awards credits for using for example water saving sanitary appliances. Additionally, water wastage through underground and appliance leakages are another common and quite costly area of water use. The assessment gives credits for the introduction of shut off appliances and detection which in most instances are quite simple to provide.
- **Materials.** As it is the materials that are the main components of any building they have a big influence on building sustainability. There is a misconception that 'sustainable' buildings can only use sheep's wool insulation and reclaimed materials. In fact, a vast palette of modern and common building materials and systems can achieve the credits as long as they are considered at the correct stages.

In conclusion, Hereford Enterprise Zone have invested in a sustainability scheme that is lower in cost than third party certified schemes and which recognises both the local agenda and the needs of businesses seeking to move into the zone. All businesses are encouraged to participate to the highest level possible.

<b>Version</b>	<b>Type</b>
<b>"Draft"</b>	<b>Blank/Client</b>
V1	Skylon Court
V2	Skylon Court
V3	Skylon Court
V4	Skylon Court
V5	Skylon Court
V6	Skylon Court

<b>Changes</b>	<b>Distribution</b>	<b>Date Revised</b>
Initial Document	Pearson Developments	15.06.14
Fundamental changes to the whole document.	N/A	10.07.14
Documentation Received column changed	S5 Woodstock	10.07.14
Added responsibility column	S5 Woodstock	22.07.14
Changes to structure of scoring methods	N/A	13.05.15
<ol style="list-style-type: none"> <li>1. Change to Wise and Sensible Building Practices: WB6 &amp; 7 merged and now worth 3 points. WB12 removed</li> <li>2. ST2 Travel Plan wording changed.</li> <li>3. HW1 Ecology documentation required updated.</li> <li>4. GN3 Criteria 1 updated</li> </ol>	N/A	03.11.15

Summary of Pre assessment for Pearson Developments on Coldnose Road.

A pre assessment was undertaken with Anthony Morris on behalf of Pearson Developments and the results are contained in the following report.

This pre assessment is based upon credits which it is thought possible to obtain, but evidence will need to be presented to the Assessor to confirm that the features illustrated have been embodied in the design and contract documents, and ultimately in then finished development.

On the basis of these discussions, it is estimated that this development is capable of achieving 71% which equates to the maximum rating of 3 apples.

The scheme is organised into headings which reflect the theme of the heading. Each heading collects percentage points relevant to the heading which provides a heading score. The score within each heading adds up to the final score and rating. Some headings have more percentage point and thus a higher score to reflect the bias towards low carbon, energy efficient design and percentage point which reward a healthy productive workspace.

SAVING ON ENERGY AND FUEL BILLS		Potential percentage point Score	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage Score	Handover Stage Score	Occupation Stage Score
SE1	Reducing energy and carbon emissions	18	0	0	0	0	0
SE2	Knowing your energy use	2	0	0	0	0	0
SE3	Renewable energy sources	3	0	0	0	0	0
SE4	Good Practice Energy Efficiency Measures	10	0	0	0	0	0
SE Total		33	0	0	0	0	0
SAVING ON TRAVEL AND COMMUTING COSTS		Potential percentage point Score	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage Score	Handover Stage Score	Occupation Stage Score
ST1	Encouraging cycling	2	0	0	0	0	0
ST2	Having a sustainable plan for travel	1	0	0	0	0	0
ST3	Encouraging sustainable transport	3	0	0	0	0	0
ST Total		6	0	0	0	0	0
SAVING ON THE COSTS OF WATER		Potential percentage point Score	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage Score	Handover Stage Score	Occupation Stage Score
SW1	Low water use fittings	5	0	0	0	0	0
SW2	Knowing your water use	1	0	0	0	0	0
SW3	Monitoring for leakage	1	0	0	0	0	0
SW Total		7	0	0	0	0	0
HEALTHY AND PRODUCTIVE BUILDINGS		Potential percentage point Score	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage Score	Handover Stage Score	Occupation Stage Score
HB1	Good daylight quality	1	0	0	0	0	0
HB2	Good lighting levels	1	0	0	0	0	0
HB3	Avoiding Glare	1	0	0	0	0	0
HB4	View for occupants	1	0	0	0	0	0
HB5	Adequate fresh air	1	0	0	0	0	0
HB6	Good quality fresh air	1	0	0	0	0	0
HB7	Good process extract design	1	0	0	0	0	0
HB8	Good maintenance of air quality	1	0	0	0	0	0
HB9	Optimising passive building design	1	0	0	0	0	0
HB10	Comfortable temperatures for occupants	1	0	0	0	0	0
HB11	Safe water	1	0	0	0	0	0
HB12	Safe local environment	1	0	0	0	0	0
HB13	Avoiding crime through good design	1	0	0	0	0	0
HB14	Checking internal air quality	1	0	0	0	0	0
HB Total		14	0	0	0	0	0
BEING A GOOD NEIGHBOUR		Potential percentage point Score	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage Score	Handover Stage Score	Occupation Stage Score
GN1	Responsible use of refrigerants	1	0	0	0	0	0
GN2	Minimising NOx emissions	2	0	0	0	0	0
GN3	Avoiding water pollution	1	0	0	0	0	0
GN4	Avoiding local flooding	1	0	0	0	0	0
GN5	Preserving dark skies	1	0	0	0	0	0
GN6	Avoiding noise nuisance	1	0	0	0	0	0
GN Total		7	0	0	0	0	0
WISE AND SENSIBLE BUILDING PRACTICES		Potential percentage point Score	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage Score	Handover Stage Score	Occupation Stage Score
WB1	Training and handover documents	1	0	0	0	0	0
WB2	Good commissioning practice	1	0	0	0	0	0
WB3	Checking comfort in first year of operation	1	0	0	0	0	0
WB4	Aftercare and building performance	1	0	0	0	0	0
WB5	Use of Considerate Constructors Scheme	2	0	0	0	0	0
WB6	Using local suppliers	3	0	0	0	0	0
WB7	Using contractors with EMS	1	0	0	0	0	0
WB8	Avoiding pollution during the construction process	1	0	0	0	0	0
WB9	Using certified timber	1	0	0	0	0	0
WB10	Access for all	1	0	0	0	0	0
WB Total		13	0	0	0	0	0
USING THE RIGHT MATERIALS		Potential percentage point Score	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage Score	Handover Stage Score	Occupation Stage Score
RM1	Sustainable Materials Specification	6	0	0	0	0	0
RM2	Sourcing of Materials from certified EMS sources	4	0	0	0	0	0
RM3	Reuse and Recycled Content	2	0	0	0	0	0
RM Total		12	0	0	0	0	0

REDUCING AND RECYCLING WASTE		Potential percentage point Score	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage Score	Handover Stage Score	Occupation Stage Score
RW1	Minimising and recycling construction waste	4	0	0	0	0	0
RW2	Facilities for storing recyclable waste	2	0	0	0	0	0
RW Total		6	0	0	0	0	0
HELPING WILDLIFE		Potential percentage point Score	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage Score	Handover Stage Score	Occupation Stage Score
HW1		2	0	0	0	0	0
HW Total		2	0	0	0	0	0
<b>TOTAL SCORE</b>		<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 1 Saving on Energy and Fuel Bills

SE1: Reducing Energy and Carbon Emissions										
Aim : To encourage the construction of buildings which consume less energy and cost less to run.										
18 percentage points available										
Percentage points are awarded as follows - Up to 18 percentage points where:										
Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score	
Criteria 1	Undertake an EPC at design and as built stage. percentage points are awarded as follows:  EPC A rating 18 percentage points EPC B rating 10 percentage points EPC C rating 4 percentage points  EPC D-G rating 0 percentage points  To achieve any percentage points, confirmation of Building Regulation Approval must be provided.	A copy of the EPC from the Non Domestic Energy Assessor. At as built stage, the results must be confirmed from the measured air leakage rate, ductwork leakage and fan performances (as required by building regulations), and a site visit by the Non Domestic Energy Assessor.				0	0	0	0	0
					<b>NOTE:</b> <i>The above scores are representative of the scenario achieved i.e. SE1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</i>					

SE2: Knowing Your Energy Use										
Aim: to encourage monitoring and awareness of energy use										
2 percentage points available										
Percentage points - 2 percentage points where:										
Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score	
Criteria 1	A smart meter or other meter connected to a monitoring and targeting system is provided that enables the occupier to monitor and target energy use. This should be provided on each of the incoming gas and electrical meters. Where there are high process loads (>50kW total aggregated process) separate metering should be provided.	Relevant section/clauses of the building specification or contract.  Design drawings, demonstration to the assessor of the monitoring software at completion of the building.				0	0	0	0	0
					<b>NOTE:</b> <i>The above scores are representative of the scenario achieved i.e. SE1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</i>					

**SE3: Renewable Energy Sources**

**Aim: To encourage use of viable renewable energy sources**

**4 percentage points available**

**Percentage points 1-3. 3 percentage points where;**

Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	<p>A renewable or low/zero carbon technology has been installed from the following list</p> <ul style="list-style-type: none"> <li>· Photovoltaic panel</li> <li>· Solar Thermal panel</li> <li>· Gas air source heat pump</li> <li>· Ground source heat pump</li> <li>· CHP ( subject to feasibility study demonstrating carbon savings)</li> <li>· Biomass boiler</li> <li>· Other technologies may be deemed compliant subject to assessors discretion and provision of a thorough independent (not manufacturer's) feasibility study</li> </ul> <p>Air source heat pumps are not compliant unless there is no gas supply to the plot.</p> <p>Any technologies installed must meet at least 10% of the building energy demand, either electrical or gas or both, as determined by the SBEM/BRUKL output for the EPC.</p>	Design drawings, feasibility study where relevant and proof of installation. BRUKL output from the approved software showing that the technology provides at least 10% of building energy demand, either electrical or gas or both.							
					0		0	0	0
<p><b>NOTE:</b></p> <p><i>The above scores are representative of the scenario achieved i.e. SE1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</i></p>									

**Percentage point 4 – 1 additional percentage point where;**

Criteria 2	<p>Where both percentage points for Hea 03 Thermal comfort have been achieved AND any of the technologies below are used, AND there is no mechanical cooling except for process loads:</p> <ol style="list-style-type: none"> <li>1. Night-time cooling (requires fabric to have a high thermal mass)</li> <li>2. Ground coupled air cooling</li> <li>3. Displacement ventilation (not linked to any active cooling system)</li> <li>4. Ground water cooling</li> <li>5. Surface water cooling</li> <li>6. Evaporative cooling, direct or indirect</li> <li>7. Desiccant dehumidification and evaporative cooling, using waste heat</li> <li>8. Absorption cooling, using waste heat.</li> <li>9. The building does not require any form of cooling (i.e. naturally ventilated)</li> </ol>	Correspondence from the building services engineer summarising the 'purpose designed' free cooling strategy. Evidence as required for the percentage points within the BREEAM issue Hea 03 Thermal Comfort							
					0	0	0	0	0
<p><b>NOTE:</b></p> <p><i>The above scores are representative of the scenario achieved i.e. SE1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</i></p>									

**SE4: Good Practice Energy Efficiency Measures**

**Aim: to encourage selection of low energy equipment and sensible energy saving measures.**

**10 percentage points available**

**Percentage points 1 -10. 1 percentage point for each of the following up to 10 percentage points where;**

**Please note that there are more than 10 items so that the developer has a choice of percentage points up to the maximum 10 percentage points**

Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	Computers and other office equipment have an Energy Star rating	Letter of commitment followed by inspection on site by assessor			0	0	0	0	0
Criteria 2	Domestic scale appliances have the following ratings (or better) under the EU Energy Efficiency Labelling Scheme, where provided: Fridges, fridge-freezers: A+ rating Washing machines: A++ rating Dishwashers: A+ rating Washer-dryers and tumble dryers: A rating. Commercial and process equipment are not assessed under this percentage point	Letter of commitment followed by inspection on site by assessor			<p><b>NOTE:</b></p> <p><i>The above scores are representative of the scenario achieved i.e. SE1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</i></p>				
Criteria 3	At least 90% by number of fittings of the internal lighting is LED (excluding emergency fittings)	Design drawings and specifications followed by inspection on site by assessor							
Criteria 4	All external lighting is LED	Design drawings and specifications followed by inspection on site by assessor							
Criteria 5	There is ventilation heat recovery to all supply/extract ventilation systems. This does not apply where there are only local extract systems and no associated supply systems.	Design drawings and specifications followed by inspection on site by assessor							
Criteria 6	Where there is commercial scale refrigeration, robust and tested refrigeration systems/components are used, normally defined as those included on the Enhanced Capital Allowance (ECA) Energy Technology Product List (ETPL)	Design drawings and specifications followed by inspection on site by assessor							
Criteria 7	Vending machines are fitted with energy saving devices	Design drawings and specifications followed by inspection on site by assessor							
Criteria 8	Where present, lifts meet the following percentage point: a. The lifts operate in a standby condition during off-peak periods. For example the power side of the lift controller and other operating equipment such as lift car lighting, user displays and ventilation fans switch off when the lift has been idle for a prescribed length of time. b. The lift car lighting and display lighting provides an average lamp efficacy, (across all fittings in the car) of > 55 lamp lumens/circuit Watt. c. The lift uses a drive controller capable of variable speed, variable-voltage, and variable-frequency (VVVF) control of the drive motor.	Design drawings and specifications followed by inspection on site by assessor							
Criteria 9	Rapid roll (fast response) insulated roller shutter doors are installed	Design drawings and specifications followed by inspection on site by assessor							
Criteria 10	There are time controls to all heating, ventilation and cooling systems which are set up at handover for the occupiers stated occupancy periods AND there are timed zone controls or PIR control to areas which are used either intermittently or irregularly.	Design drawings and specifications followed by inspection on site by assessor							

	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement
Criteria 11	Pipework insulation - The insulation complies with the Energy Technology List percentage point (ETL percentage point).	Written specifications which state the pipework insulation is based on BS 5422:2009. The specification should show the thickness of insulation required for all pipe installations based on BS 5422:2009. Assessor site visit to observe that the required thickness has been installed to all pipe installations.			
Criteria 12	Lighting controls – internal lighting has some form of automatic control – daylight linked and/or PIR	Written specifications and design drawings showing Daylight and /or PIR controls to all internal lighting			
Criteria 13	Lighting controls - external lighting has automatic control and where CCTV is required, PIR controlled LED lighting is used.	Written specifications and design drawings showing daylight and PIR controls to all external lighting and LED lighting to areas covered by CCTV			
Criteria 14	Energy efficient hand dryers  All electrically-operated hand-dryers either: • meet all the following percentage point: – energy consumption is below or equal to 8A (at 230V); – nominal power output is below or equal to 1600W; – drying time is below 15 seconds; – equipment motor speed is at least 20,000 rpm; – standby power is below or equal to 3W; and – are sensor activated; or • have been awarded a carbon reduction label by The Carbon Trust.	Written specifications/contracts which state this equipment must comply with the percentage point. Manufacturer's details confirming compliance.			
Criteria 15	External signage should not be dependent on artificial lighting during daylight hours  Display lighting is automatically switched off outside trading hours  Window display lights are turned off or dimmed where daylight is adequate	Provision of display and signage proposals including proposed controls and assessor's site visit to verify			
Criteria 16	Customer entrances should meet one of the following percentage point: • no overdoor heaters/air curtains and implement a closed door policy; • use overdoor heaters/air curtains that only use heat from a VRF system or rejected heat (from cash machines etc.) and automatically controlled to switch off out-of-hours and to moderate temperature; • an entrance lobby and/or a revolving door with no overdoor heaters/air curtains; • sensor-controlled automatic rapid-opening/closing doors	Specification and design drawings, assessor site visit to verify			

## 2 Saving on Travel and Commuting Costs

ST1: Encouraging Cycling										
Aim: To encourage cycling and reduce car use										
Percentage points up to 2 percentage point where;										
	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Percentage point 1. 1 percentage point where;										
Criteria 1	One secure cycle space is provided for every 10 staff, at least 2 spaces per building. The cycle spaces should be accessible without crossing delivery routes or any other hazardous or insecure areas and should be well lit and as close to the building entrance as possible.	Design drawings and/or relevant section/clauses of the building specification or contract				0	0	0	0	0
Percentage points 2. 1 percentage point where;										
Criteria 2	There is at least one private shower or shower in a sex specific changing area.  There is a private or sex specific changing area with lockers located within the area. The lockers should be of sufficient size for a change of clothes and a cycle helmet. There should be a locker for each cycle space									
						<b>NOTE:</b> <i>The above scores are representative of the scenario achieved i.e. ST1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</i>				

ST2 Having a Sustainable Plan for Travel										
Aim: to have a plan which encourages a range of alternatives to single car use										
Percentage points - 2 percentage points where;										
	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	A travel plan is required by the Enterprise Zone as a condition of the local development order developed as part of the feasibility and design stages.	<b>Tender Stage</b> :A copy of the travel plan signed of by the Enterprise Zone provided during the design stage and drawings showing the agreed features such as cycle storage.  <b>Handover Stage</b> : final agreed plan handed to occupier if known				0	0	0	0	0
						<b>NOTE:</b> <i>The above scores are representative of the scenario achieved i.e. ST1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</i>				

ST3 Encouraging Sustainable Travel										
Aim: To encourage and reward sustainable travel measures										
3 percentage points available										
All percentage points - Up to 3 percentage points where:										
Note that there are more than three percentage point options and the developer can choose from these up to maximum of three percentage points										
	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	There is at least one marked allocated priority space for employees who car share and a company policy to enforce correct use of the space	Site plan showing markings proposals and assessors site visit, company handbook and named person responsible for enforcement, assessor site visit				0	0	0	0	0
Criteria 2	There is at least one marked allocated priority space for electric or hybrid vehicles and a company policy to enforce correct use of the space	As above				<p>NOTES:</p> <p><i>A maximum of three points can be awarded for ST3: Encouraging Sustainable Travel</i></p> <p><i>The above scores are representative of the scenario achieved i.e. ST1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</i></p>				
Criteria 3	There is at least one marked allocated priority space for motorcycles and a company policy to enforce correct use of the space	As above								
Criteria 4	There is an electric car charging point available to employees and visitors	Design drawings showing point, labelling/signage proposals, company handbook and named person responsible for enforcement, assessor site visit								
Criteria 5	There is a company policy to purchase or lease only vehicles which are Car Tax Class A (<100g CO <sub>2</sub> /km) or vans which are Euro 5 emissions	Company handbook and named person responsible for leasing/purchasing								
Criteria 6	The development includes a board room with installed and working video conferencing facilities	Design drawings showing screen, data and telephone point proposals, company handbook and named person responsible for setting up conferencing, assessor site visit								

### 3 Saving on the Costs of Water

#### SW1 Low Water Use Fittings

Aim: to encourage use of fittings which save water and where rainwater is collected and used.

3 percentage points available

Percentage points 1-3. 1 percentage point for each of the following up to 3 percentage points where;

	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	The WCs are either 4.5 litre single flush or 3/6 litre dual flush	Specifications and manufacturer's technical data showing flow rates				0	0	0	0	0
Criteria 2	The urinals are waterless type or ultra low flush, the showers are no more than 9 litres per minute and any other water using device such as a dishwasher or washing machine has a low water use specification. Where none of these is present, the percentage point can be awarded by default.	Specifications and manufacturer's technical data showing flow rates				<p><b>NOTE:</b> The above scores are representative of the scenario achieved i.e. SW1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</p>				
Criteria 3	The taps to wash hand basins are one or a combination of the following <ul style="list-style-type: none"> <li>- Timed automatic shut-off taps e.g. push taps</li> <li>- Electronic sensor taps</li> <li>- Low flow screw-down/lever taps</li> <li>- Spray taps</li> </ul>	Specifications and manufacturer's technical data showing flow rates								
Percentage points 4-5 one percentage point for each of the following up to 2 percentage points where										
Criteria 4	Where a greywater and/or rainwater system is specified and supplies WCs and/or process water and irrigation (where present)	Design domestic/process water drawings and rainwater tank sizing calculations				<p><b>NOTE:</b> The above scores are representative of the scenario achieved i.e. SW1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</p>				
Criteria 5	Where there is no irrigation system and planting relies on hand held hose or precipitation only	Design external water drawings and landscaping proposals illustrating aftercare Criteria								

#### SW2 Knowing your Water Use

Aim: to encourage awareness of water use

Percentage point 1 - 1 percentage point where;

	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	The specification of a pulsed output water meter on the mains water supply to each building; this includes instances where water is supplied via a borehole or other private source. Evidence of intent to monitor and record water use where there is process use.	<p>Relevant section/clauses of the building specification or contract</p> <p>Design drawings, management systems for recording and targeting water use where there is process use.</p>			A pulsed output water meter will be provided to each unit, preferably connected to the monitoring and targeting system to be used for the energy meters.	0	0	0	0	0

SW3 Monitoring for Leakage						Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Aim: to make occupants aware of leaks so that they can be rectified and wastage reduced										
Percentage points - 1 percentage points where;										
Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score	
Criteria 1	<p><b>Option 1</b> a leak detection system is fitted which is capable of detecting a major water leak on the mains water supply within the building and between the building and the utilities water meter.</p> <p>2. The leak detection system is:</p> <p>a. Audible when activated</p> <p>b. Activated when the flow of water passing through the water meter/data logger is at a flow rate above a pre-set maximum for a pre-set period of time</p> <p>c. Able to identify different flow and therefore leakage rates, e.g. continuous, high and/or low level, over set time periods</p> <p>d. Programmable to suit the owner/occupiers' water consumption percentage point</p> <p>e. Where applicable, designed to avoid false alarms caused by normal operation of large water-consuming plant such as chillers.</p> <p>OR</p> <p><b>Option 2</b></p> <p>An automatic excess flow valve is fitted which acts as a flow switch ('fuse') to automatically stop the flow of water and prevent uncontrolled release when the flow of water exceeds a predetermined rate (such as may occur in the event of failure of water supply pipes and tanks).</p>	Design drawings and specifications illustrating the Criteria has been met .			A leak detection system will be provided as per the criteria.	0	0	0	0	0
						<p><b>NOTE:</b></p> <p><i>The above scores are representative of the scenario achieved i.e. SW1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</i></p>				

## 4 Healthy and Productive Buildings

HB1 Good Daylight Quality										
Aim: Good daylight aids productivity and occupant satisfaction										
Percentage point 1. 1 percentage point where:										
	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	Office, workstations and workshop areas meet good practice daylighting percentage of 2% to 80% of occupied spaces.	Design drawings  Daylight calculations				0	0	0	0	0

HB2 Good Lighting Levels										
Aim: Good lighting aids productivity and occupant's health										
Percentage point 1. 1 percentage point where all 3 criteria is met:										
	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	<b>Internal lighting</b> Illuminance (lux) levels in all internal relevant building areas of the building are specified in accordance with the CIBSE Code for Lighting 2009 and any other relevant industry standard.	Design drawings and/or room data sheets/schedules  Relevant section/clauses of the building specification or contract OR a letter of formal confirmation of compliance from the relevant design team member.				0	0	0	0	0
Criteria 2	<b>External lighting</b> Illuminance levels for lighting in all external areas within the construction zone are specified in accordance with BS5489-1:2003+A2:2008 Lighting of roads and public amenity areas.									
Criteria 3	<b>Lighting Controls</b> should be provided to each daylight space to allow occupants to turn lights on or off if they so desire. Lighting to any presentation areas should be separately switched and a switch should be provided to the single bank of lighting nearest the window for spaces greater than 40m <sup>2</sup>									

**NOTES:**

*To achieve one point all three criteria must be met for HB2: Good Lighting Levels.*

*The above scores are representative of the scenario achieved i.e. HB1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.*

HB3 Glare Control										
Aim: Preventing glare helps occupants use computers and carry out other tasks safely and comfortably										
Percentage point 1. 1 percentage point where;										
	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	Blinds should be fitted to windows and roof lights in all areas of the building where close work is undertaken. This includes computer use, workbench/tool use, work on machinery and use of any visual display units.	Relevant section/clauses of the building specification or contract				0	0	0	0	0
Criteria 2	Other forms of glare control will be considered at the assessors discretion. Annual sunpath models should be provided if developers consider that there is no risk of glare but windows/rooflights are present.	Drawings showing blinds or other glare control. Annual sunpath model if relevant								
						<p><b>NOTES:</b>  <i>To achieve one point only one criteria must be met for HB3: Glare Control.</i></p> <p><i>The above scores are representative of the scenario achieved i.e. HB1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</i></p>				

HB4 View for Occupants										
Aim: To allow occupant chance to relax their eyes and connect with the external environment which promotes satisfaction and comfort										
Percentage point 1. 1 percentage point where;										
	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	<b>View out</b> All positions within office, workstations and workshops are within 10m of a wall (not rooflight) which has a window or permanent opening that provides a view out at the normal eye level of the occupant.	Drawings and if necessary, furniture layout				0	0	0	0	0

HB5 Adequate Fresh Air										
Aim: to make sure the occupants have enough fresh air which aids health and productivity										
Percentage point 1 - 1 percentage point where at least one of the criteria 1-3 has been achieved;										
	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	Occupied spaces of the building are designed to be capable of providing fresh air entirely via a natural ventilation strategy OR by adequate mechanical fresh air supply.	Relevant section/clauses of the building specification or contract				0	0	0	0	0
Criteria 2	Natural ventilation – at least one openable window per occupied space, where the opening light is at least 0.5m <sup>2</sup> total area for floor areas up to 20m <sup>2</sup> , and increasing in proportion for areas up to 50m <sup>2</sup> .	Formal letter from the design team with details of the ventilation strategy and calculations or results from appropriate software modelling tool(s)				<b>NOTES:</b> <b>To achieve one point only one criteria must be met for HB5: Adequate Fresh Air.</b> <i>The above scores are representative of the scenario achieved i.e. HB1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</i>				
Criteria 3	For single occupied spaces above 50m <sup>2</sup> , the building service engineer should provide a ventilation strategy which ensures minimum outdoor fresh air is provided at a rate of 10 litres per second per person									

HB6 Good Quality Fresh Air										
Aim: to make sure air entering the building is clean										
Percentage point 1 - 1 percentage point where;										
	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	Opening windows and fresh air intakes are not located close to ( within 10m) of sources of pollution which include <ul style="list-style-type: none"> <li>- Boiler flues</li> <li>- Process extracts</li> <li>- Roads ( other than access roads)</li> <li>- Delivery areas</li> <li>- Waste storage and waste processing areas</li> <li>- Smoking areas</li> <li>- Any other obvious source of pollution</li> </ul>	Design drawings and site layout showing sources of pollution and location of windows and fresh air intakes				0	0	0	0	0
						<b>NOTE:</b> <i>The above scores are representative of the scenario achieved i.e. HB1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</i>				

**HB7 Good Process Extract Design**

**Aim: To encourage good practice in extract and prevent contaminated air in occupants breathing zone**

Percentage point 1 - 1 percentage point where all applicable criteria have been met;

	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	Sufficient exhaust ventilation is provided to spaces where hazardous gases or chemicals may be present or are used. The extract should create negative pressure with respect to adjacent spaces. All ventilation rates should be determined in line with COSHH/HSE standards as a minimum. For each of these adjacent spaces, provide self closing doors and full height internal walls (including above the ceilings) with penetrations sealed.					0	0	0	0	0
Criteria 2	Provide containment (i.e. closed container for storage outside the building) for disposal of hazardous liquid wastes					<p><b>NOTES:</b></p> <p><i>To achieve one point all criteria must be "Yes" or "N/A". If "No" to any, point cannot be awarded.</i></p> <p><b>HB7: Good Process Extract Design.</b></p> <p><i>The above scores are representative of the scenario achieved i.e. HB1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to</i></p>				
Criteria 3	If no hazardous gases or chemicals are used in the building but the building is a type (industrial/workshop/laboratory or similar) where they could be used in the future, the percentage point can be awarded where possible areas that may use hazardous substances are separated as described above from adjacent areas.									
Note	This percentage point will not apply to buildings only used for office functions.									

HB8 Good Maintenance of Air Quality										
Aim: To encourage maintenance of good quality clean air in buildings.										
Percentage point 1 - 1 percentage point where all applicable criteria have been met;										
	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	Filtration change to any installed air handling systems or filtered extract	Provision of signed maintenance contract and associated order covering the items listed				0	0	0	0	0
Criteria 2	Condition monitoring based ductwork cleaning and ductwork and results of duct cleaning/swab testing before handover	Results from pre handover ductwork cleaning.				<p><b>NOTES:</b></p> <p><u>To achieve one point all criteria must be "Yes" or "N/A". If "No" to any, point cannot be awarded.</u></p> <p><b>HB8: Good Maintenance of Air Quality.</b></p> <p><i>The above scores are representative of the scenario achieved i.e. HB1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</i></p>				
Criteria 3	Regular (at least annual and more often if required by HSE/COSHH) testing of all local extract ventilation systems associated with processes									
Note	Where there is only local extract to non process areas, this percentage point can be awarded by default.									

HB9 Optimising Passive Building Design										
Aim: To encourage good passive building design and avoid air conditioning										
Percentage point 1. 1 percentage point where;										
	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	The architect and/or engineer can demonstrate use of a simple sketch modelling tool or thermal modelling to optimise the window size, location, glass and shading type to provide thermal comfort avoiding the use of cooling prior to planning permission being sought.  AND	Output from modelling showing iterations and predicted temperatures.  Results from occupier consultation from Man01 percentage point 3 confirming the occupants are content after 12 months and no supplementary cooling, fans or air conditioning are being used in occupied spaces				0	0	0	0	0
Criteria 2	No supplementary cooling, fans or air conditioning are installed to occupied spaces (process and IT areas, areas with high equipment loads such as copy rooms may be cooled.)									
						<p><b>NOTE:</b> The above scores are representative of the scenario achieved i.e. HB1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</p>				

HB10 Comfortable Temperatures for Occupants										
Aim: Occupants are healthy and content where temperatures are reasonably comfortable and they can adjust them if necessary										
Percentage point 1. 1 percentage point where all applicable criteria have been met:										
	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	The building is capable of providing thermal comfort all year. The temperatures should be within the limits set out in CIBSE guide A 2006 table 1.5 for the use of the space. Where there is no comfort cooling, a summertime temperature calculation demonstrates that the summertime temperature will be generally compliant with CIBSE guide A 2006 table 1.7 and the Time Out of Range % limits set in CIBSE Guide A 2006 table 1.8.	Calculations indicating that heating, ventilation and cooling (where proposed) can provide the required temperatures. Results from occupier consultation from Man01 percentage point 3 confirming the occupants are content after 12 months with the temperatures.				0	0	0	0	0
Criteria 2	The occupants can adjust the temperatures in each space, either by local controls or on request to the building manager, and there is no evidence of heating temperatures being controlled by opening windows.	Results from occupier consultation from Man01 percentage point 3 confirming the occupants are content after 12 months with the temperatures and the ability to control temperatures in the space. Design drawings showing heating and cooling systems.				<b>NOTES:</b> <b>To achieve one point all criteria must be "Yes" or "N/A". If "No" to any, point cannot be awarded.</b> <b>HB10: Comfortable Temperatures for Occupants.</b>  <b>The above scores are representative of the scenario achieved i.e. HB1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</b>				
Note	This percentage point cannot be awarded where there are separately controlled heating and cooling systems in the space which could provide simultaneous heating and cooling.									

HB11 Safe Water										
Aim: To make sure water systems are not at risk from bacteria growth										
Percentage point 1. 1 percentage point where:										
	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	All water systems in the building are designed in compliance with the measures outlined in the Health and Safety Executive's 'Legionnaires' disease - The control of legionella bacteria in water systems'. Approved Code of Practice and Guidance, 2000 and, where relevant, other industry/sector best practice guidance (see Compliance notes).	Relevant section/clauses of the building specification or contract and proof that water systems have been cleaned and sterilised to HSE recommendations.				0	0	0	0	0
Criteria 2	Where humidification is required, a failsafe humidification system is provided.	As for Criteria 1				<b>NOTES:</b> <b>To achieve one point all criteria must be "Yes" or "N/A". If "No" to any, point cannot be awarded.</b> <b>HB11: Safe Water.</b>  <b>The above scores are representative of the scenario achieved i.e. HB1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to</b>				

HB12 Safe Local Environment										
Aim: to make sure workers and visitors are safe when entering and leaving the building										
Percentage point 1. 1 percentage point where all applicable criteria have been met:										
	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	The cycle store/racks can be accessed direct from the public cycle paths or the public highway. Where the site abuts the public cycle path, accessible gates must be provided from the cycle path onto the site to avoid cyclists having to ride further than necessary. The route from the public cycle path or highway to the cycle store must be safe and well lit as defined below.	A site plan showing gates and cyclist routes/paths				0	0	0	0	0
Criteria 2	There is a footpath from the building entrance to the public footpath which is safe as defined below	As for Criteria 1				<b>NOTES:</b> <b>To achieve one point all criteria must be "Yes" or "N/A". If</b>				

Criteria 3	The lighting for access roads, pedestrian areas, footpaths and cycle lanes achieves at least 10 lux at all points	As for Criteria 1	
------------	---	-------------------	--

	<p>TO ACHIEVE THE FULL 100 POINTS OF THE 100% 10</p> <p><b><u>"No" to any point cannot be awarded.</u></b></p> <p><b><u>HB12: Safe Local Environment.</u></b></p> <p><i>The above scores are representative of the scenario</i></p>
--	---

The following criteria applies to sites of 1 hectare and above in addition to the above criteria 1-3						achieved i.e. HB1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.				
Criteria		Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 4	Footpaths and cyclist access points do not cross any heavy goods vehicle access points or HGV delivery areas, or any areas where there are frequent deliveries or movements of fork lift trucks. The assessor may request a risk assessment to assist in determining whether the areas are hazardous, and whether defined crossing points or segregation of pedestrians/cyclists and vehicles are necessary	As for Criteria 1, plus information relating to the operational use of external space - how frequent and type of vehicle likely to be used. Developer/occupant risk assessment may be requested.								
Criteria 5	There is a separate parking/waiting area for goods vehicles away from / adjacent to the manoeuvring area and staff/visitor car parking.	As for Criteria 1								
Criteria 6	Parking and turning areas are designed for simple manoeuvring according to the type of delivery vehicle likely to access the site, thus avoiding the need for repeated shunting.	As for Criteria 1								
The following criteria applies to sites of 1 hectare and above in addition to the above criteria 1-3										
Criteria 7	The staff and visitor car parking areas include marked pedestrian walkways between and/or behind rows of parking bays to provide a route to the building away from manoeuvring vehicles.	As for Criteria 1								See above

**HB13 Avoiding Crime Through Good Design**

**Aim: To avoid the disruption and loss associated with crime**

Percentage point 1. 1 percentage point where;

	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	<p>The Hereford Enterprise Partnership has worked with the local Architectural Liaison Officer to produce a page brief to be used for developments planned for the site, to ensure that the designs do not allow opportunities for crime. The developer is asked to: Familiarise themselves with Secured by Design Principle; Contact the local Police Crime Prevention Design Advisor (CPDA); Follow the advice othe CPDA makes.</p> <p>This point will therefore be awarded for adherence to this brief as follows: The development includes all security features recommended and does not include features which are noted to be avoided, as described in in the Architectural Liaison Officer's brief for the Hereford Enterprise Zone</p>	<p>Drawings and specifications showing the required features.</p> <p>Design team commentary describing how the building and site design has met the ALO brief</p>				0	0	0	0	0
						<p><b>NOTE:</b></p> <p><i>The above scores are representative of the scenario achieved i.e. HB1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to</i></p>				

HB14 Checking Internal Air Quality										
Aim: to reduce the levels of harmful contaminants from internal finishes and fixtures										
Percentage point 1. 1 percentage point where;										
	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	<p>Test total volatile organic compound (VOC) concentrations and formaldehyde concentrations in typical spaces which are to be occupied by any person for 30 minutes or more at a time before handover. Where tests fail to meet standards, flush out using fixed or portable ventilation for at least one week and re-test until concentrations are within safe limits.</p> <p>Confirm that specifications and contracts specifically require the use of low VOC building products and finishes.</p> <p>The required formaldehyde concentration level is less than or equal to 100µg/averaged over 30 minutes (WHO guidelines for indoor air quality: Selected pollutants, 20102).</p> <p>The total volatile organic compound (TVOC) concentration level is less than 300µg/over 8 hours, in line with the building regulation requirements.</p> <p>Note - low cost tests are available (around £20 for formaldehyde and £50 for total VOC) which are sampling tubes in hired battery operated pumps. The costs include analysis.</p>	<p>Review specifications and contracts. Assessor's site visit to check the specified equipment was installed</p> <p>Tenant procedures for monitoring VOC levels to be included within the building user guide</p>				0	0	0	0	0
						<p><b>NOTE:</b> The above scores are representative of the scenario achieved i.e. HB1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</p>				

## 5 Being a Good Neighbour

<b>GN1 Responsible Use of Refrigerants</b>										
<b>Aim: to reduce the emissions of greenhouse gases associated with refrigerants</b>										
<b>Percentage points 1. 1 percentage points where all applicable criteria have been met;</b>										
	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	No refrigerants are used other than for process applications and Percentage point HB 10 comfortable temperatures for occupants is achieved OR Cooling is limited to single split systems for computer rooms or other spot cooling uses, and each system has less than 5kg refrigerant charge, or 5kW total cooling, whichever is the greater. In these cases, the percentage point can be awarded by default.	Mechanical design drawings confirming absence of refrigerants and evidence as required for HB10				0	0	0	0	0
Criteria 2	Where refrigerants are used either for IT, process, cold rooms, heat pumps or for comfort cooling and the charge in an individual system is greater than 5kg, or 5kW total cooling, whichever is the greater, there is a system of leak detection appropriate to the system, automatic pump down in the event of leakage and an audible and visual alarm to either the occupant or their term contractor  AND All refrigerants are either wholly HFC or Natural type. Note that HFCs include the most common refrigerants in commercial systems.	Details of the equipment, its charge, refrigerant type, the leak detection system and the alarm system								
						<p><b>NOTES:</b></p> <p><i>To achieve one point all criteria must be "Yes" or "N/A". If "No" to any, point cannot be awarded.</i></p> <p><b><u>GN1: Responsible Use of Refrigerants.</u></b></p> <p><i>The above scores are representative of the scenario achieved i.e. GN1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</i></p>				

<b>GN2 Minimising Nox Emissions</b>										
<b>Aim: To reduce the amount of Nitrous Oxide (Nox) both locally and from power stations. Nox is harmful to health and the environment</b>										
<b>Percentage points 1-2. Up to 2 percentage points where;</b>										
	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	Where the plant installed to meet the building's delivered heating demand has, under normal operating conditions, a dry NOx emission level (measured at 0% excessO <sub>2</sub> ) as set out below:  1 percentage points ≤70mg/kWh(space heating) 2 percentage points ≤40mg/kWh(space heating)	Relevant section/clauses of the building specification or contract.  Manufacturer's product details.				0	0	0	0	0
Note 1	Note that this percentage point can be met either by use of efficient gas boilers or where highly efficient building insulation and heating demand is very low or significant renewable energy has been used. Consult assessor for further guidance in this latter instance.									
Note 2	Note that <b>direct electric heating</b> has a NOx level of 617mg/kWh. <b>VRF or split systems</b> NOx will be calculated from the COP ( for example, if a split system has a COP of 2.5, the electric heating Nox emission will be approximated by dividing 617/2.5). If PV or other renewable electrical generation source is used, the NOx will be offset by the amount generated.									
						<p><b>NOTE:</b></p> <p><i>The above scores are representative of the scenario achieved i.e. GN1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</i></p>				

GN3 Avoiding Water Pollution										
Aim: To minimise the risk of pollution to ground water and watercourses close to the site										
Percentage point 1. 1 percentage point where all applicable criteria have been met;										
	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Percentage points 1. 1 percentage point where;										
Criteria 1	<p>Specification of Sustainable Drainage Systems (SUDs) or source control systems such as permeable surfaces or infiltration trenches where run-off drains are in areas with a relatively low risk source of watercourse pollution.</p> <p>Where a site wide scheme exists, this credit will be awarded by default</p>	<p>Design drawings and/or relevant section/clauses of the building specification or contract indicating</p> <ol style="list-style-type: none"> <li>High and low risk areas of the site</li> <li>Specification of SUDs, source control systems, oil/petrol separators and shut-off valves as appropriate</li> </ol>				0	0	0	0	0
Criteria 2	<p>Specification of oil/petrol separators (or equivalent system) in surface water drainage systems, where there is a high risk of contamination or spillage of substances such as petrol and oil. This is required for the following areas:</p> <p>Any area or access road accessed by HGVs</p> <p>Delivery and goods yards, bays and other areas where vehicles are accessing and manoeuvring regularly</p> <p>Any areas where there is a significant assessed risk of petrol or oil spillage that cannot be contained by bunding.</p> <p>Car parks over 50 spaces or over 800m<sup>2</sup> (in line with PPG3)</p>	As for Criteria 2								
Criteria 3	<p>All water pollution prevention systems have been designed and detailed in accordance with the recommendations of Pollution Prevention Guideline 3 and where applicable the SUDS manual</p> <p>Where there is any external area where any process or storage of substances which could give rise to a spillage or dispersal of pollutant, there are measures to contain the spillage such that it does not run off the site or reach public sewers.</p>	<p>Commentary from the project team setting out what pollutants are envisaged, how they will be handled and stored and:</p> <ol style="list-style-type: none"> <li>Confirming compliance with PPG3 and the SUDS manual</li> <li>Confirming a copy of the drainage plan will be produced and handed over to the building occupier.</li> </ol>								
						<p>NOTES:</p> <p><b><i>To achieve one point all criteria must be "Yes" or "N/A". If "No" to any, point cannot be awarded.</i></b></p> <p><b><i>GN3: Avoiding Water Pollution.</i></b></p> <p><b><i>The above scores are representative of the scenario achieved i.e. GN1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</i></b></p>				

**GN4 Avoiding Local Flooding**

**Aim:** to minimise the effect of water run off from the development site

**Percentage Point 1. 1 percentage point where;**

	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	One percentage point where at least 50% of the hard standing area is permeable or a new onsite SuDS is provided to allow full infiltration of the additional volume caused by the construction of the new building and hardstanding. The permeable hard standing must include all pavements, car parks, driveways and non-adoptable roads, but exclude paths for example garden paths which will drain onto a naturally permeable surface.	Design drawings confirming the areas of the permeable and non permeable hardstanding, demonstrating that at least 50% of the total area is permeable  Specification of SUDS and/or source control devices as appropriate.				0	0	0	0	0

**GN5 Preserving Dark Skies**

**Aim:** To avoid light pollution which disrupts wildlife and reduces the visibility of the night sky.

**Percentage points. 1 percentage points where all applicable criteria have been met;**

	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	All external lighting are cut off fittings with downward only light distribution.	Design drawings Relevant section/clauses of the building specification or contract or external lighting design data/calculations Details of the proposed external lights and the lighting controls				0	0	0	0	0
Criteria 2	All external lighting (except for safety and security lighting) can be automatically switched off between 2300hrs and 0700hrs. This can be achieved by providing a timer for all external lighting set to the appropriate hours.	As for Criteria 1								
Criteria 3	If safety or security lighting is provided and will be used between 2300hrs and 0700hrs, this part of the lighting system automatically dims to no more than 2 lux at the boundary.	As for Criteria 1								
Criteria 4	Illuminated advertisements, where specified, must be designed in compliance with ILE Technical Report 5 - The Brightness of Illuminated Advertisements	As for Criteria 1								
Note	Guidance can be found in <a href="http://www.britastro.org/dark-skies/pdfs/CFDS_guidelines.pdf">http://www.britastro.org/dark-skies/pdfs/CFDS_guidelines.pdf</a> and <a href="https://www.theilp.org.uk/documents/obtrusive-light/">https://www.theilp.org.uk/documents/obtrusive-light/</a>									

**NOTES:**  
  
*To achieve one point all criteria must be "Yes" or "N/A". If "No" to any, point cannot be awarded.*  
**GN5: Preserving Dark Skies.**  
  
*The above scores are representative of the scenario achieved i.e. GN1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.*

GN6 Avoiding Noise Nuisance										
Aim: To ensure that adjacent buildings and areas are not affected by noisy plant and equipment										
Percentage points 1. 1 percentage point where all applicable criteria have been met;										
	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	The noise level from the proposed site/building, as measured in the locality of the nearest boundary from the noise source, is a difference no greater than +5dB during the day (07:00 hr to 23:00 hr) and +3dB at night (23:00 hr to 07:00 hr) compared to the background noise level.	A report with existing background noise levels, a commentary on the noise sources and the intensity and duration, and recommendations for mitigation.				0	0	0	0	0
Criteria 2	If the noise source(s) from the proposed site/building is calculated to be greater than the levels described above, measures have been installed to attenuate the noise at its source to a level where it will comply, determined either by measurement or by provision of attenuation measures as recommended by the acoustic consultant or a reputable supplier of acoustic products.	AND  Either measurements based on installed and operating plant or the assessors site report confirming that recommended attenuation measures have been installed.				<p>NOTES:</p> <p><i>To achieve one point all criteria must be "Yes" or "N/A". If "No" to any, point cannot be awarded.</i></p> <p><b>GN6: Avoiding Noise Nuisance.</b></p> <p><i>The above scores are representative of the scenario achieved i.e. GN1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</i></p>				
Note 1	This credit generally relates to continuous noise sources such as building services plant and machinery operated for protracted periods. However, the design team/developer should notify the assessor of the likely process noise sources which may include high intensity, short duration.									
Note 2	An acoustic consultant can advise, but this is not mandatory to award the credit unless the process noise sources are, in the opinion of the assessor, likely to have an intensity which may cause significant disturbance to neighbouring buildings. Examples of this may be metal stamping, forging or other metal working, large scale wood working, cutting, any processes where the doors to the unit may be left open in summer, major process fans or compressors located externally. In these and similar instances, an acoustic consultant will be required to check that boundary noise levels are reasonable and neither cause undue disturbance nor prevent the legitimate exercise of business in the unit being developed.									
Note 3	In all cases, the design team must provide either measurements or calculations to demonstrate that the plant and equipment meet the criteria. Suppliers of acoustic products will often provide calculations and advice for simple applications.									

## 6 Wise and Sensible Building Practices

WB1: Training and Handover										
Aim: To ensure occupiers are trained in the use of and have information on the new building.										
Percentage point 1. 1 percentage point where all applicable criteria have been met;										
	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	<p>The developer/main contractor provides a training course which covers the following topics:</p> <p>a. Contents of the information guide as specified in WB12</p> <p>b. Installed systems and key features (maintenance, operation, replacement, repair)</p> <p>c. Documentation to be provided (e.g. user guide, log book etc.)</p> <p>The training should be provided to the following participants</p> <p>A senior Manager/Director, the building manager, the FM and/or maintenance provider (if this is an external contractor on a regular contract the should be included in the training)</p> <p>For micro businesses, where there is no regular FM provider, training to the senior manager and building manager is sufficient.</p>	Training content and anticipated participants				0	0	0	0	0
Criteria 2	Any defects identified via the post construction inspections are rectified	Signed off defects sheet (occupier, project manager or architect to sign off)								

**NOTES:**

***To achieve one point all criteria must be "Yes" to all criteria.***

***WB1: Training and Handover.***

***The above scores are representative of the scenario achieved i.e. WB1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.***

**WB2 Good Commissioning Practice**

**Aim: Good commissioning means occupants are satisfied with internal conditions and buildings should be energy efficient.**

**Percentage point 1. 1 percentage point where all applicable criteria have been met;**

	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	An appropriate project team member(s) is appointed to monitor and programme pre-commissioning, commissioning and, where necessary, re-commissioning on behalf of the client	Appointment letter or commissioning responsibilities schedule  Relevant section/clauses of the building specification or contract				0	0	0	0	0
Criteria 2	All building services are included in the commissioning schedule and commissioning is to be carried out in line with current Building Regulations, BSRIA and CIBSE guidelines and/or other appropriate standard, where applicable	Letter from building services contractor with commissioning certificates and reports confirming commissioning will be undertaken and has been undertaken at practical completion. Letter from monitor confirming all systems have been commissioned.				<p><b>NOTES:</b></p> <p><i>To achieve one point all criteria must be "Yes" to all criteria.</i></p> <p><b><u>WB2: Good Commissioning Practice.</u></b></p> <p><i>The above scores are representative of the scenario achieved i.e. WB1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</i></p>				
Criteria 3	The principal contractor includes an adequate time for commissioning in the main contract programme. This will vary according to building complexity but would be expected to be a minimum of one week for micro businesses. All processes should be fully scheduled out for more complex projects with the total time included within the main programme of works. A separate commissioning programme should be provided which shows every system commissioned and the critical path of co dependant processes.	Programme showing commissioning periods and main contract programme including the total commissioning period.								

**WB3 Checking Comfort in First Year of Operation**

**Aim: to make sure the occupants are comfortable and that the internal conditions are well controlled**

**Percentage point 1. 1 percentage point where;**

	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	<p>The following seasonal commissioning responsibilities will be completed over a minimum 12 month period, once the building becomes occupied.</p> <p>a. Review thermal comfort, ventilation, and lighting, at three, six and nine month intervals after initial occupation, either by measurement or occupant feedback.</p> <p>b. Take all reasonable steps to re-commission systems following the review to take account of deficiencies identified and incorporate any relevant revisions in operating procedures into the O&amp;M manuals.</p>	Schedule of commissioning and inspections and sign off by client that they are happy with internal conditions.				0	0	0	0	0
						<p><b>NOTE:</b></p> <p><i>The above scores are representative of the scenario achieved i.e. WB1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</i></p>				

**WB4 Aftercare and Building Performance**

**Aim: To check that the building is energy and water efficient and that the contractor takes action to remedy any problems.**

**Percentage point 1. 1 percentage point where all applicable criteria have been met;**

	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
						0	0	0	0	0
Criteria 1	The occupier has a process in place to : a. Collect the energy and water consumption data for at least 12 months after occupation, b. Compare this with what was expected and c. Analyse any discrepancies with a view of adjusting systems if they are not operating as expected/designed.	Evidence of either existing procedures or a commitment/ contract to put in place a mechanism to:  2. Undertake suitable adjustments if necessary. 3. Letter from occupier confirming they are content with the energy consumption after 12 months								
Criteria 2	The main contract includes clauses requiring the main contractor to provide aftercare support to the building occupiers  This should be in the form of a helpline, nominated individual or other appropriate system to support building users for at least the first 12 months of occupation.	Evidence of a commitment/contract to provide compliant aftercare support and training.  Letter from occupier confirming they are content with the aftercare after 12 months								

NOTES

***To achieve one point all criteria must be "Yes" to all criteria.***  
***WB4: Aftercare and Building Performance.***

***The above scores are representative of the scenario achieved i.e. WB1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.***

**WBS Use of Considerate Constructors Scheme**

**Aim: To encourage main contractors to operate their site according to a nationally recognised code**

Percentage points - Up to 2 percentage points where;

	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	Where the main contractor uses the considerate constructors scheme <a href="http://www.ccscheme.org.uk">http://www.ccscheme.org.uk</a>  Micro business only: where a method statement from the main contractor which addresses each of the points in the Code of Considerate Constructors has been provided and the main contractor provides a written commitment to adhere to it.	Relevant section/clauses of the building specification or contract OR A formal letter of commitment from the client/developer  Inspectors reports from the considerate construction scheme  Micro businesses only - provide the method statement, letter of commitment and a confirmation form the Enterprise Zone that no significant complaints have been lodged against the contractor during the construction period.				0	0	0	0	0
Criteria 2	Where the principal contractor's performance against the compliant scheme has been confirmed by independent assessment and verification, the percentage points can be awarded as follows:  One credit: a CCS score between 25 and 34  Two credits: a CCS score between 35 and 39**	As for Criteria 1								

**NOTE:**  
  
*The above scores are representative of the scenario achieved i.e. WB1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.*

0

WB6 Using Local Suppliers										
Aim: to support local businesses and employment										
Percentage point 3 - 3 percentage point where three of the following are achieved.										
	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	50% of the materials assessed by £ value are sourced within a 50 mile radius. This can be from local merchants and suppliers but does not have to be manufactured in this radius.	Bill of quantities, estimate or tender summary demonstrating total value of materials separate to labour, then invoices from or orders to local suppliers showing their location/address and value of the order, or schedule from the QS providing this information.				0	0	0	0	0
Criteria 2	15% of the materials assessed by £ value are manufactured within a 50 mile radius. This can be either final assembly and/or process and/or mineral extraction.	Bill of quantities, estimate or tender summary demonstrating total value of materials separate to labour, then invoices from or orders to from local manufacturers showing their location/address and value of the order. Where necessary, subcontract orders may be required to demonstrate compliance. The assessor will spot check on site.				<p><b>NOTE:</b></p> <p><b><u>There are more than 2 percentage point options and the developer can choose from these upto a maximum of 3 percentage points</u></b></p> <p><b><i>The above scores are representative of the scenario achieved i.e. WB1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</i></b></p>				
Criteria 3	75% of the labour directly employed by the Main Contractor live within a 30 mile radius	List of employees and towns of residence (full addresses not required)								
Criteria 4	75% of the Sub Contractors or contractors to a management contractor have their Head office within a 30 mile radius	List of Sub Contractors and address of Head Office OR towns of residence for Sole Traders								
Criteria 5	Any other measure proposed which clearly demonstrates that the developer/main contractor has created employment or purchased goods and services in the course of the building project to a value of £50,000 or more within Herefordshire. This should be in addition to any other credits claimed in this section and excludes permanent employment and trading in the development post construction as the aim is to encourage and stimulate the building/building product sector.	Flexible, but could include orders, contract valuations, invoices as long as the value is clearly indicated.								

**WB7 Using Contractors with EMS**

**Aim: to encourage local contractors to be environmentally aware**

**Percentage point 1 - 1 percentage point where;**

	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	<p>The principal contractor for the project operates an Environmental Management System covering their main operations. The EMS must be either:</p> <p>a. Third party certified, to ISO14001/EMAS or equivalent standard. OR</p> <p>b. The structure of the EMS is in compliance with BS8555 2003 and has reached phase four of the implementation stage, 'implementation and operation of the environmental management system', and completed phase audits one to four, as defined in BS8555.</p>	ISO14001/EMAS or equivalent standard certificate OR audit reports to BS8555 2003				0	0	0	0	0
						<p><b>NOTE:</b>                      The above scores are representative of the scenario achieved i.e. WB1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</p>				

**WB8 Avoiding Pollution During the Construction Process**

**Aim: to reduce the impact of construction pollution**

**Percentage point 1 - 1 percentage point where;**

	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	Implement best practice pollution prevention policies and procedures on site, demonstrated through compliance with PPG 6	Method statement in accordance with PPG 6 completed and audited on site by site manager				0	0	0	0	0

**WB9 Using Certified Timber**

**Aim: to use timber which comes from legal and sustainable sources**

**Percentage point 1 . 1 percentage point where;**

	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	Confirmation that 80% by £ value of the timber used on the project is certified to FSC, PEFC, CSA, MTCC, SFI, Rainforest Alliance VLO/VLC. All timber should be legal as defined by the UK Government Timber Procurement Policy.	Bill of quantities, estimate or tender summary demonstrating total value of timber separate to labour, then invoices or orders from supplier showing value of timber supplied and the certification type and chain of custody number. Letters from all timber suppliers confirming legality.				0	0	0	0	0

**WB10 Access for All**

**Aim: to make buildings available to all users and future proof the design so that later modification is not required.**

**Percentage point 1 . 1 percentage point where;**

	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	The building is designed to be fit for purpose, appropriate and accessible by all potential users.	The access statement and/or access strategy.  Design drawings AND/OR relevant section/clauses of the building specification or contract				0	0	0	0	0
Criteria 2	An access statement is developed. The access statement results in a strategy that must address, as a minimum, access to and throughout the development for all users, with particular emphasis on disabled users; addressing and proposing design solutions that remove obstacles that define disability.	As for Criteria 1				<p><b>NOTES</b></p> <p><b><i>To achieve one point all criteria must be "Yes" to all criteria.</i></b></p> <p><b><i>WB11: Access for All.</i></b></p> <p><b><i>The above scores are representative of the scenario achieved i.e. WB1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.</i></b></p>				

## 7 Using the Right Materials

RM1 Sustainable Materials Specification										
Aim: To encourage use of materials which have a good environmental profile across a range of issues										
6 percentage points available										
Percentage points 1-6. 1 percentage point for each of the following up to 6 percentage points where according to the GreenGuide to Specification <a href="http://www.thegreenguide.org.uk">www.thegreenguide.org.uk</a> ;										
	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	80% of the external walls are A or A+ rated	Specification and construction drawings sufficient to establish elemental make up or Green Guide number				0	0	0	0	0
Criteria 2	80% of the internal walls are A or A+ rated	Specification and construction drawings sufficient to establish elemental make up or Green Guide number				0	0	0	0	0
Criteria 3	100% of the roof is A or A+ rated	Specification and construction drawings sufficient to establish elemental make up or Green Guide number				0	0	0	0	0
Criteria 4	100% of the windows are A or A+ rated	Specification and construction drawings sufficient to establish elemental make up or Green Guide number				0	0	0	0	0
Criteria 5	80% of the floor covering is A or A+ rated	Specification and construction drawings sufficient to establish elemental make up or Green Guide number				0	0	0	0	0
Criteria 6	80% of the external hard landscaping excluding access roads but including parking and delivery areas is A or A+ rated. (note asphalt is A rated provide a recycled sub base is used)	Specification and construction drawings sufficient to establish elemental make up or Green Guide number				0	0	0	0	0

For each of the above, the percentage points will be awarded for demonstration of equivalent standards listed below:

- are manufactured from 50% renewable and natural products, e.g. wool, natural rubber, hessian, bamboo etc
- if new, have a Cradle to Cradle<sup>®</sup> Gold or Platinum certificate;
- are supplied with an environmental product declaration (other than that written for the Green Book Live), written in accordance with ISO 14025 standards.

**RM2 Sourcing of Materials from Certified EMS Sources**

**Aim: to reward purchase of materials from manufacturers who minimise environmental impact in the manufacture of their products**

**4 percentage points available**

**Percentage points 1-4. Up to 4 percentage points where;**

Note: other environmental certification will be considered at assessors discretion and on production of the details of the assessment scheme

	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	All site poured and precast concrete has BES 6001 certificate	Certificates for the materials supplied				0	0	0	0	0
Criteria 2	All major structural steel and reinforcing has either BES 6001, ISO 14001 and/or UK CARES Sustainable Reinforcing Scheme (SRS)	Certificates for the materials supplied				0	0	0	0	0
Criteria 3	All cladding has either BES 6001 or ISO 14001 certification	Certificates for the materials supplied				0	0	0	0	0
Criteria 4	All bricks and blocks have either BES 6001 or ISO 14001 certification	Certificates for the materials supplied				0	0	0	0	0

**RM3 Reuse and Recycled Content**

**Aim: to reduce the amount of virgin material that is provided for construction.**

**2 percentage points available**

**Percentage points - 2 percentage points where;**

	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	At least 10% of the materials by £ value are either reused, or have at least 25% recycled content	Bill of quantities, estimate or tender summary demonstrating total value of materials separate to labour, then manufacturer's data confirming recycled content and cost of the material supplied. In the case of reused material, evidence from site visit and invoice from reclamation yard or similar.				0	0	0	0	0

## 8 Reducing and Recycling Waste

RW1 Minimising and Recycling Construction Waste																									
Aim: to minimise waste amounts that go to landfill during construction																									
4 percentage points available to all projects, with lower criteria to achieve 2 credits.																									
Percentage points 1-4. Up to 4 percentage points where:																									
	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score															
Criteria 1	<p>One percentage point, where projects have a compliant site waste management plan (SWMP) and where the waste generated on site is monitored.</p> <p><u>Note: The benchmark of waste generated per 100m<sup>2</sup> does not need to be met to achieve one percentage point. A compliant site waste management plan for projects is one that defines:</u></p> <ol style="list-style-type: none"> <li>1. A target benchmark for resource efficiency i.e. m<sup>3</sup> of waste per 100m<sup>2</sup> or tonnes of waste per 100m<sup>2</sup></li> <li>2. Procedures and commitments for minimising non-hazardous waste in line with the benchmark in the percentage point</li> <li>3. Procedures for sorting, reusing and recycling construction waste into defined waste groups either on site or through a licensed external contractor and measuring the amount generated and diverted from landfill.</li> <li>4. Licence details for the waste carrier, if waste is removed offsite.</li> <li>5. The name or job title of the individual responsible for implementing the above.</li> </ol>	A copy of the compliant Site Waste Management Plan				0	0	0	0	0															
	<b>OR</b>																								
Criteria 2	<p><b>Up to three percentage points, where a compliant SWMP (as detailed above) is produced AND the scheme meets waste benchmarks as defined below. The percentage points can be awarded as follows:</b></p> <p>Non-hazardous construction waste (excluding demolition and excavation waste) generated by the building's design and construction meets or exceeds the resource efficiency benchmarks below</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Number of percentage points</td> <td style="width: 10%; text-align: center;">m<sup>3</sup></td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">tonnes</td> </tr> <tr> <td>One percentage point</td> <td style="text-align: center;">≤ 17.6</td> <td></td> <td style="text-align: center;">≤ 11.0</td> </tr> <tr> <td>Two percentage points</td> <td></td> <td></td> <td style="text-align: center;">≤ 6.1</td> </tr> <tr> <td>Three percentage points</td> <td style="text-align: center;">≤ 5.9</td> <td></td> <td style="text-align: center;">≤ 3.7</td> </tr> </table>	Number of percentage points	m <sup>3</sup>		tonnes	One percentage point	≤ 17.6		≤ 11.0	Two percentage points			≤ 6.1	Three percentage points	≤ 5.9		≤ 3.7	As for Criteria 1 plus SWMP summary datasheets and/or records from a licensed waste carrier detailing the amount, type and destination of the waste from the site.							
Number of percentage points	m <sup>3</sup>		tonnes																						
One percentage point	≤ 17.6		≤ 11.0																						
Two percentage points			≤ 6.1																						
Three percentage points	≤ 5.9		≤ 3.7																						
Criteria 3	<p><b>A further one percentage point where:</b></p> <p>The following percentages of non-hazardous construction and demolition waste (where applicable) generated by the project have been diverted from landfill:</p> <p>Non demolition                      Volume Diverted from Landfill m<sup>3</sup> - 65%                      Volume Diverted from Landfill tonnes- 75%</p> <p>Demolition waste, if any, should be excluded from the waste totals.</p>	As for Criteria 1 plus SWMP summary datasheets and/or records from a licensed waste carrier detailing the amount, type and destination of the waste from the site.																							

**NOTES:**

Scoring can be either:  
**Criteria 1 = 1 credit AND Criteria 3 = 1 credit**  
**OR**  
**Criteria 2 = 3 credits AND Criteria 3 = 1 credit**

**MAX SCORE: 4 credits in total**

*The above scores are representative of the scenario achieved i.e. RW1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.*

RW2 Facilities for Storing Recyclable Waste										
Aim: to encourage waste recycling during the occupation of the building.										
Percentage points 1-2. 2 percentage points where;										
	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	<p>There is dedicated space(s) to cater for the segregation and storage of operational recyclable waste volumes generated by the assessed building/unit, its occupant(s) and activities.</p> <p>The capacity depends on the operational function and likely waste streams and adequacy should be demonstrated to the assessor as described adjacent. Minimum is 2m<sup>2</sup> per 1000m<sup>2</sup></p>	Project team meeting minutes / letter confirming likely building waste streams and indicative volumes, evidence from site visit by assessor of compliant facility				0	0	0	0	0
Criteria 2	<p>The dedicated space(s) must be:</p> <ol style="list-style-type: none"> <li>Clearly labelled, to assist with segregation, storage and collection of the recyclable waste streams</li> <li>Accessible to building occupants / facilities operators for the deposit of materials and collections by waste management contractors</li> <li>Of a capacity appropriate to the building type, size, number of units (if relevant) and predicted volumes of waste that will arise from daily/weekly operational activities and occupancy rates.</li> </ol>	As for Criteria 1								
Criteria 3	<p>Where the consistent generation in volume of the appropriate operational waste streams is likely to exist, e.g. large amounts of packaging or compostable waste generated by the building's use and operation, the following facilities are provided as part of its waste management strategy:</p> <ol style="list-style-type: none"> <li>Static waste compactor(s) or baler(s); situated in a service area or dedicated waste management space.</li> <li>Vessel(s) for composting suitable organic waste resulting from the building's daily operation and use OR adequate space(s) for storing segregated food waste and compostable organic material prior to collection and delivery to an alternative composting facility.</li> <li>Where organic waste is to be stored/composted on site, a water outlet is provided adjacent to or within the facility for cleaning and hygiene purposes.</li> </ol>									

**NOTES**

*To achieve one point all criteria must be "Yes" or "N/A". If "No" to any, point cannot be awarded.*

**RW2: Facilities for Storing Recyclable Waste.**

*The above scores are representative of the scenario achieved i.e. RW1, irrespective of which criteria i.e.: Criteria 1, Criteria 3 etc was met. See validation statement to determine criteria acceptance.*

## 9 Helping Wildlife

A site wide ecology strategy is being developed to maximise green corridors and provide joined up habitat for species.

**HW1 Including ecological features in the development**

**Aim: to allow plants and animals to co-exist on the site**

**Percentage points 2 . 2 percentage points where;**

	Criteria	Documentation Required	Responsibility	Documentation Received	Validation Statement	Pre Assessment Worst Case Scenario	Pre Assessment Best Case Scenario	Tender Stage score	Handover Stage score	Occupation Stage score
Criteria 1	The new building and site landscaping include the features recommended by the site ecologist, Radnor Wildlife Trust	Copy of the recommendations for the particular site and the specification and landscaping plans which show that the recommended features have been included. Site check to confirm that they have been included.				0	0	0	0	0