



natural
scotland
SCOTTISH EXECUTIVE

Strategic Environmental Assessment Tool Kit

**SEA Templates (without integrated
guidance notes)**

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SCOTTISH EXECUTIVE SEA TOOL KIT

Part 1 - Introduction

Acknowledgements

- 1.1 The Scottish Executive is grateful to the wide variety of organisations and individuals who have helped to develop these templates including - Levett-Therivel (Sustainability Consultants), SEPA, Historic Scotland, SNH and CoSLA.

Purpose of the SEA Tool Kit

- 1.2 The Scottish Executive SEA Tool Kit provides comprehensive coverage and supports the commitment made by the Scottish Ministers to provide guidance on the Environmental Assessment (Scotland) Act 2005 ('the Act').
- 1.3 The Tool Kit is designed to be comprehensive, but can only be considered as guidance and is not a substitute for the Act. Responsible Authorities who are in any doubt about compliance should refer to the Act or seek their own legal advice.
- 1.4 Specific guidance has been developed for certain types of plans, programmes and strategies (PPS), to date land use¹ and spatial planning and transport planning². Users should refer primarily to the relevant specific guidance when preparing those PPS.
- 1.5 Use of these templates is not mandatory and may be adapted to suit individual circumstances. When using these templates, it is for the Responsible Authority to ensure that their SEA activities comply with the statutory requirements.

List of key guidance sources

- 1.6 Before using the templates, the Responsible Authorities are advised to read the Act. Guidance on the Act is available in Chapters 1 to 15 of the Tool Kit.
- 1.7 The SEA Practical Guide³ (ODPM et al, September 2005), is relevant for those plans and programmes which geographically cover more than one part of the UK
<http://www.communities.gov.uk/index.asp?id=1501988>
- 1.8 The European Commission has provided guidance on the interpretation of the SEA Directive: "implementation of - Directive 2001/42 on the assessment of the effects of certain plans and programmes on the environment" available at:

http://europa.eu.int/comm/environment/eia/030923_sea_guidance.pdf

¹ www.scotland.gov.uk/publications/2003/08/18048/25556

² www.scot-tag.org.uk

³ copy available at: <http://www.communities.gov.uk/index.asp?id=1501988>

Explanation of terms used in the templates

- 1.9 The term “signature” includes electronic signatures. Electronic signatures are acceptable.
- 1.10 References to the “SEA Practical Guide” relate to the Practical Guide to the Strategic Environmental Assessment Directive (ODPM et al, September 2005) (see paragraph 1.7).
- 1.11 References to “the Act” refer to the Environmental Assessment (Scotland) Act 2005. Where words like “shall”, “must” or “should” are used, this indicates a statutory requirement. Where “may” or “could” are used, this indicates a good practice recommendation.
- 1.12 The term “plans and programmes” includes strategies.
- 1.13 The “Consultation Authorities” are the Scottish Environment Protection Agency, Scottish Natural Heritage (SNH), and the Scottish Ministers. (The Scottish Ministers have designated Historic Scotland to advise on their behalf on matters concerning the historic environment.)
- 1.14 The Scottish Executive SEA Gateway is the central administrative unit dealing with SEA matters. SEA Gateway contact details are provided below.
- 1.15 The term “transboundary effects” means the effects of a plan, programme or strategy (PPS) on another EU Member State. The term “cross-border” effects” means the effects of a PPS on another UK country. i.e. England, Wales or Northern Ireland

Contact details

SCOTTISH EXECUTIVE SEA GATEWAY

SEA.gateway@scotland.gsi.gov.uk

or

SEA Gateway
Scottish Executive
Area 1 H (Bridge)
Victoria Quay
Edinburgh
EH6 6QQ

Telephone: 0131 244 5094

**SCOTTISH EXECUTIVE
SEA TEMPLATES**

TEMPLATE 1

SCREENING

(without integrated guidance notes)

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SEA SCREENING REPORT (COVER NOTE)

PART 1

To: SEA.gateway@scotland.gsi.gov.uk
or
SEA Gateway
Scottish Executive
Area 1 H (Bridge)
Victoria Quay
Edinburgh EH6 6QQ

PART 2

An SEA Screening Report is attached for the plan, programme or strategy (PPS) entitled:

The Responsible Authority is:

COMPLETE PART 3 or 4 or 5

PART 3

Screening is required by the Environmental Assessment (Scotland) Act 2005. Our view is that:

- an SEA is required** because the PPS falls under the scope of Section 5(3) of the Act and is likely to have significant environmental effects ***or***
- an SEA is required** because the PPS falls under the scope of Section 5(4) of the Act and is likely to have significant environmental effects ***or***
- an SEA is not required** because the PPS is unlikely to have significant environmental effects

PART 4

- The PPS does not require an SEA under the Act. However, we wish to carry out an SEA on a voluntary basis. We accept that, because this SEA is voluntary, the statutory 28 day timescale for views from the Consultation Authorities cannot be guaranteed.

PART 5

- None of the above apply. We have prepared this screening report because:
.....
.....
.....

SEA SCREENING REPORT (COVER NOTE)

PART 6

Contact name	Jayne Godfrey
Job Title	Planner
Contact address	Development Plans Planning and Development Highland Council Glenurquhart Road Inverness IV3 5NX
Contact tel no	01463 702259
Contact email	jayne.godfrey@highland.gov.uk

PART 7

Signature (electronic signature is acceptable)	J. Godfrey
Date	26 March 2008

SEA SCREENING REPORT - KEY FACTS

Responsible Authority	Highland Council
Title of PPS	Supplementary Planning Guidance: Open Space in New Residential Development
Purpose of PPS	To aid the interpretation of local plan policy with regard to open space provision in new residential developments.
What prompted the PPS (e.g. a legislative, regulatory or administrative provision)	A lack of detailed guidance exists within the local plans. Under new planning regulations expected in late 2008, supplementary planning guidance will become a legal part of the plan with the same legal standing as the local plan policies, .
Subject (e.g. transport)	Town planning
Period covered by PPS	2008 - ??
Frequency of updates	Uncertain
Area covered by PPS (e.g. geographical area – it is good practice to attach a map)	Highland Council area excluding Badenoch and Strathspey (now the responsibility of Cairngorms National Park Authority)
Summary of nature/content of PPS	Detailed policy guidance explaining what type and amount of open space required from developments, guidance on design, location and quality of open space as well as proposals for maintenance and management.
Are there any proposed PPS objectives?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Copy of objectives attached	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Date	

SEA SCREENING REPORT

Our determinations regarding the likely significance of effects on the environment of **[insert PPS title]** is set out in Table 1.

TABLE 1 – LIKELY SIGNIFICANCE OF EFFECTS ON THE ENVIRONMENT

<p>TITLE OF PPS</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">Supplementary Planning Guidance: Open Space in New Residential Developments</div> <p>RESPONSIBLE AUTHORITY</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">Highland Council</div>		
Criteria for determining the likely significance of effects on the environment (1(a), 1(b) etc. refer to paragraphs in Schedule 2 of the Environmental Assessment (Scotland) Act 2005)	Likely to have significant environmental effects? YES/NO	Summary of significant environmental effects (negative and positive)
1(a) the degree to which the PPS sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources	Yes	Positive- Protects open space. Implements standards in terms of nature (use and type), quantity (size/amount), location within a settlement / development, quality and accessibility to achieve benefits of open space and identify how development proposal should proceed if surplus open space is identified.
1(b) the degree to which the PPS influences other PPS including those in a hierarchy	Yes	Positive – guides the determination of planning decisions in line with local plan policies; and will guide future local plans in their allocation of land for open space

1(c) the relevance of the PPS for the integration of environmental considerations in particular with a view to promoting sustainable development	Yes	Positive – promotes biodiversity (as a use of open space), and accessibility and links to other land use by foot and cycle.
Criteria for determining the likely significance of effects on the environment (1(d) etc. refer to paras in Schedule 2 of the Environmental Assessment (Scotland) Act 2005)	Likely to have significant environmental effects? YES/NO	Summary of significant environmental effects (negative and positive)
1(d) environmental problems relevant to the PPS	Yes	Positive – protecting open space from inappropriate development, protecting and enhancing biodiversity, better opportunities for enhancing human health, improved urban drainage, landscape?
1(e) the relevance of the PPS for the implementation of Community legislation on the environment (for example, PPS linked to waste management or water protection)	No	N/A
2 (a) the probability, duration, frequency and reversibility of the effects	Yes	Positive long-term effects are very likely subject to implementation as well as good maintenance. Long term effects such as enhanced biodiversity and human health. Negative - if open space is developed (built on) or poorly maintained, positive effects are easily reversed to become negative and irreversible (loss biodiversity and reduced opportunities for physical activity) .

2 (b) the cumulative nature of the effects	Yes	Positive – over a period of time, the accumulation of spaces for biodiversity, water management and physical human health.
2 (c) transboundary nature of the effects (i.e. environmental effects on other EU Member States)	No	N/A
2 (d) the risks to human health or the environment (for example, due to accidents)	No	N/A

Criteria for determining the likely significance of effects on the environment (2(e), 2(f) etc refer to paras in Schedule 2 of the Environmental Assessment (Scotland) Act 2005)	Likely to have significant environmental effects? YES/NO	Summary of significant environmental effects (negative and positive)
2 (e) the magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected)	Yes	Positive – benefits of open space provision / enhancement will apply to each settlement where new residential development takes place, and this is likely to apply to the whole of the Highland Council area, albeit more intensely in some places than others.
2 (f) the value and vulnerability of the area likely to be affected due to- (i) special natural characteristics or cultural heritage; (ii) exceeded environmental quality standards or limit values; or (iii) intensive land-use.	?	Areas of special natural characteristics or cultural heritage would be protected from effects of built development in other policies. There may be instances where open space provision in the form of amenity / biodiversity would include certain areas of special natural characteristics etc..

Criteria for determining the likely significance of effects on the environment (2(e), 2(f) etc refer to paras in Schedule 2 of the Environmental Assessment (Scotland) Act 2005)	Likely to have significant environmental effects? YES/NO	Summary of significant environmental effects (negative and positive)
2 (g) the effects on areas or landscapes which have a recognised national, Community or international protection status	No	N/A

SEA SCREENING REPORT

A summary of our considerations of the significant environmental effects of [name of PPS] is given below.

TABLE 2 – SUMMARY OF ENVIRONMENTAL EFFECTS

The Supplementary Planning Guidance is a framework for open space provision, design, maintenance and management in new residential developments. It aims to provide criteria and standards for quantity, quality and accessibility of open space in new residential developments, large and small, rural and urban.

With the guidance, the positive effects are likely to be long term, and affect all settlements across the Highland area to a greater or lesser degree (dependent on where developments are proposed). The reversibility of the effect will very much depend on the quality and maintenance of the open space, and commitment to its protection in future local plans.

Without this guidance, achieving open space and its positive environmental social and economic benefits will be more difficult and variable across the Highland council area. Negative effects (such as loss of open space, biodiversity areas etc) will be more likely to occur.

SEA SCREENING REPORT

**TABLE 3
SUMMARY RECORD OF COMMENTS FROM CONSULTATION AUTHORITIES**

GUIDANCE NOTE

It is not a statutory requirement to include this section in the screening report. However, the Responsible Authority may find it useful for record purposes.

TITLE OF PLAN, PROGRAMME OR STRATEGY

RESPONSIBLE AUTHORITY

DATE COMMENTS RECEIVED FROM CONSULTATION AUTHORITIES

Consultation Authority	Views (if known at this stage)
Scottish Environment Protection Agency	Significant environmental effects - YES/ NO
	If YES, note SEA topics/issues here (e.g. soil and water)
Scottish Natural Heritage	Significant environmental effects - YES/ NO
	If YES, note SEA topics/issues here (e.g. flora, fauna and biodiversity)
The Scottish Ministers (Historic Scotland)	Significant environmental effects - YES/ NO
	If YES, note SEA topics/issues here (e.g. landscape and cultural heritage)

SEA SCREENING REPORT

TABLE 4 – RECORD OF POST SCREENING ACTION

<p>GUIDANCE NOTE</p> <p>It is not a requirement to include this section in the screening report. However, the Responsible Authority may find it useful for record purposes.</p> <p>TITLE OF PLAN, PROGRAMME OR STRATEGY (PPS)</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p>RESPONSIBLE AUTHORITY</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>			
<p>1 Responsible Authority and Consultation Authorities in agreement – PPS <u>is</u> likely to have significant environmental effects</p>	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>		
<p>Date of determination</p>	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>		
<p>2 Responsible Authority and Consultation Authorities in agreement – PPS <u>is not</u> likely to have significant environmental effects</p>	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>		
<p>Date of determination</p>	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>		
<p>3 Responsible Authority and Consultation Authorities cannot reach agreement – referred to the Scottish Ministers for their determination</p>	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>		
<p>Date referred to the Scottish Ministers</p>	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>		
<p>4 Scottish Ministers' determination</p>	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>		
<p>Date of determination</p>	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>		
<p>5 Publicity requirements met</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; text-align: center; width: 50%; padding: 5px;">YES</td> <td style="border: 1px solid black; text-align: center; width: 50%; padding: 5px;">NO</td> </tr> </table>	YES	NO
YES	NO		
<p>6 Signature</p>	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>		
<p>Date</p>	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>		

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**SCOTTISH EXECUTIVE
SEA TEMPLATES**

TEMPLATE 2

SCOPING

(without integrated guidance notes)

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SEA SCOPING TEMPLATE – COVER NOTE

PART 1

To: SEA.gateway@scotland.gsi.gov.uk
or
SEA Gateway
Scottish Executive
Area 1 H (Bridge)
Victoria Quay
Edinburgh EH6 6QQ

PART 2

An SEA Scoping Report is attached for the plan, programme or strategy (PPS) entitled:

The Responsible Authority is:

PART 3

Please tick the appropriate box

- The PPS falls under the scope of Section 5(3) of the Act and requires an SEA under the Environmental Assessment (Scotland) Act 2005. ***or***
- The PPS falls under the scope of Section 5(4) of the Act and requires an SEA under the Environmental Assessment (Scotland) Act 2005. ***or***
- The PPS does not require an SEA under the Environmental Assessment (Scotland) Act 2005. However, we wish to carry out an SEA on a voluntary basis. We accept that, as this SEA is voluntary, the statutory 5 week timescale for views from the Consultation Authorities cannot be guaranteed.

SEA SCOPING TEMPLATE – COVER NOTE

PART 4

Contact name

Job Title

Contact address

Contact tel no

Contact email

PART 5

Signature
(electronic
signature
is acceptable)

Date

Contents of Scoping Report

Introduction

Key facts about [name of plan, programme or strategy (PPS)]

Description of PPS contents

Context of [PPS]

- Relationship with other PPS
- Relevant aspects of the current state of the environment (baseline)
- Environmental problems

Scope and level of detail proposed for strategic environmental assessment

- Alternatives (if known)
- Scoping in/out of SEA issues
- Methodology for assessing environmental effects

Next steps

- Proposed consultation timescales
- Anticipated milestones

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INTRODUCTION

The purpose of this Strategic Environmental Assessment Scoping Report is to set out sufficient information on the **[insert PPS name]** to enable the Consultation Authorities to form a view on the consultation period and scope/level of detail that will be appropriate for the Environmental Report.

This report has been prepared in accordance with the Environmental Assessment (Scotland) Act 2005.

KEY FACTS

The key facts relating to this PPS are set out below:

- **Name of Responsible Authority**
- **Title of PPS**
- **What prompted the PPS (e.g. legislative, regulatory or administrative provision)**
- **Subject (e.g. transport)**
- **Period covered by PPS**
- **Frequency of updates**
- **Area covered by PPS**
- **Purpose and/or objectives of PPS**
- **Contact point**

DESCRIPTION OF PPS CONTENT

Provide information, where available , on:

- Aims and objectives
- Policies
- Proposals
- Measures

PLAN, PROGRAMME OR STRATEGY CONTEXT

Relationship with other plans, programmes or strategies (PPS) and environmental objectives

Table 1 lists the plans, programmes, strategies and environmental objectives that we propose to analyse for their relationship with [*name of PPS*].

Table 1. Plans, programmes, strategies and environmental objectives to be analysed in the Environmental Report for their relationship with [*name of PPS*]

Name of PPS/ environmental protection objective	Legislation giving rise to environmental protection objective	Explanatory notes on any environmental protection objectives listed
<i>NOTE- list PPS to be analysed</i>		

Table 2. Framework of analysis proposed for relationship with other PPS and environmental objectives listed in Table 1

Name of PPS objective	Title of legislation and main requirements of PPS objective	How it affects, or is affected by [<i>name of PPS</i>] in terms of SEA issues referred to in Schedule 3 of the Act

Relevant aspects of the current state of the environment

Environmental problems

Environmental problems that affect the PPS were identified through discussions with [name organisations with whom discussions were had] and an analysis of the baseline data. Relevant environmental problems are summarised at **Table 3**.

Table 3. Environmental problems relevant to [name of PPS]

Problem	Supporting data (where available at this stage)	Implications for PPS
NOTE e.g. large numbers of cars on school run	<i>School journey mode in district X 45% foot, 32% car, 12% public transport; compared with 40%, 30%, 17% nationally (source: X local residents survey, 2005).</i> <i>One-third of peak time traffic is school related (Local Residents' Survey, 2004).</i>	<i>Increase emphasis on school travel plans, Safe Routes to School and other ways of reducing car journeys to school.</i>

SCOPE AND LEVEL OF DETAIL PROPOSED FOR THE ENVIRONMENTAL ASSESSMENT

Alternatives

Alternatives to this PPS have been considered [are under consideration]. Alternatives are outlined here in order to set the context for the following two sections of this report, i.e. scoping of SEA issues and consideration of a framework for the assessment of environmental effects of the alternatives.

Scoping in/out of SEA issues

In accordance with Schedule 2 of the Environmental Assessment (Scotland) Act 2005 [name of RA] has considered whether the environmental effects (positive and negative) of [PPS name] are likely to be significant. A summary of our conclusions is given in **Table 4**.

Table 4. Scoping of SEA issues

SEA issues	Scoped in	Scoped out	If scoped out, why
biodiversity, flora, fauna			
population			
human health			
soil			
water			
air			
climatic factors			
material assets			
cultural heritage (including architectural and archaeological heritage)			

landscape			
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Framework for assessing environmental effects

Guidance note: see Appendix A to this template which offers examples

NEXT STEPS

Proposed consultation timescales and methods

Anticipated milestones in the SEA and planning processes related to this PPS

POST SCOPING - Summary record of scoping outcomes

GUIDANCE NOTE

1 This section of the scoping template is not a statutory requirement. However, on receipt of comments arising from scoping, the Responsible Authority may find it useful to prepare a summary record of the outcome and any associated action. This will help to ensure transparency and provide a comprehensive record.

SEA Template 2 – Scoping - Appendix A
Four options for assessment framework
 (Tables 1-3 were sourced by Levett-Therivel (Sustainability Consultants))

GUIDANCE NOTE

- 1 A key purpose of scoping is to set out sufficient details about the proposed methodological framework for assessment of environmental effects to allow the Consultation Authorities to form a view. The Responsible Authority should provide an explanation of the method/sources of expertise that will be used to reach each assessment decision.
- 2 If the Responsible Authority selects an assessment method whereby the PPS (i.e. policies/proposals and alternatives) is assessed against the SEA issues at Schedule 3 of the Act, they may find one of the following tables to be a useful presentation method.
- 3 Other methods and presentation frameworks are equally acceptable.
- 4 See Chapter 11 of the Tool Kit for an example of an assessment framework for effects on human health.

GUIDANCE NOTE - Table 5 Option 1

This table is completed using the symbols in the key below. This approach gives a quick overview of the PPS, and is thus good for non-technical summaries. However it does not comprehensively cover short, medium, long term; permanent, temporary; secondary, cumulative, or synergistic effects and to cover these additional notes are required in the comments box.

SEA TOPIC /ISSUE												
Part of PPS / Alternative	biodiversity, fauna, flora	population	human health	soil	water	air	climatic factors	material assets	cultural heritage	landscape	interrelationships	Comments (including information on short, medium, long term; permanent, temporary; secondary, cumulative, synergistic effects) and proposed changes to the PPS
Key:												
Significant positive impact	No or minimal positive impact			Neutral or unknown impact				No or minimal negative impact		Significant negative impact		
++	+			?				-				
Notes: [insert any brief additional notes here]												

GUIDANCE NOTE - Table 5 Option 2.

This approach is effective in clarifying why some alternatives are not being considered. However it has the same limitations as Option 1.

Constraints on the choice of alternatives: (e.g. higher-level decisions that limit the options available at this PPS level, the limited remit/ competence of the Responsible Authority, or the need for action by stakeholders outside the authority):

SEA topic (if not scoped out earlier)	Alternative 1 Business as usual	Alternative 2 [name alternative]	Alternative 3 [name alternative]	Alternative 4 [name alternative]
	<i>Explanation of effects of alternative, including short, medium, long term; permanent, temporary; and secondary, cumulative, synergistic effects.</i>			
biodiversity, flora, fauna				
population				
human health				
soil				
water				
air				
climatic factors				
material assets				
cultural heritage				
landscape				
interrelationships				

Conclusions: (e.g. why one alternative was chosen over the others)

GUIDANCE NOTE Table 5 Option 3.

This approach provides more detail regarding characteristics of environmental effects (Schedule 2 of the Act). As it is more comprehensive, it necessarily takes longer to complete and lengthens the Scoping Report. The cells could be filled in with symbols or text.

Alternative: [use one table for each alternative]	Magnitude/ extent/ health				Timescale		Cumulative effects	synergistic or secondary impacts	Commentary, assumptions, measures envisaged for the prevention, reduction and offsetting of adverse effects etc (for Environment Report).
	Size population affected	Size of area affected	Nature of area affected	Risk to human health	Permanent/temporary	Long/medium/short term			
SEA topic									
biodiversity, fauna, flora									
population									
human health									
soil									
water									
air									
climatic factors									
material assets									
cultural heritage									
landscape									
interrelationships									

GUIDANCE NOTE Table 5 Option 4

This option is very comprehensive. You may need to fit more than one symbol in a box, e.g.

✓LT = significant positive environmental effects, long term

OBJECTIVE/ COMPONENT OF PPS (all of the feasible alternatives under consideration should be considered here)	ASSESSMENT CRITERIA											
	1	2	3	4	5	6	7	8	9	10	11	12

KEY TO ASSESSMENT CRITERIA

1. biodiversity/flora/fauna
2. population
3. risk to human health
4. soil
5. water
6. air
7. climatic factors
8. material assets
9. cultural heritage (inc archaeological archaeological' and architectural)
10. landscape
11. secondary, cumulative and/or synergistic effects of criteria 1-10
12. effect on existing environmental problems relating to any areas of a particular environmental importance such as areas designated pursuant to Council Directive 92/43/EEC (habitats) or 79/409/EEC (birds) http://europa.eu.int/eur-lex/en/consleg/pdf/1992/en_1992L0043_do_001.pdf

KEY TO SYMBOLS

✓ = significant positive environmental effects,

= significant negative environmental effects,

□ = no significant environmental effects

? = Don't know

Duration of effect =

LT (long term), MT (medium term), ST (short term), perm (permanent), temp (temporary)

**SCOTTISH EXECUTIVE
SEA TEMPLATES**

**TEMPLATE 3
ENVIRONMENTAL REPORT
(without integrated guidance notes)**

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**SEA ENVIRONMENTAL REPORT – COVER NOTE
PART 1**

To:

SEA.gateway@scotland.gsi.gov.uk

or

SEA Gateway
Scottish Executive
Area 1 H (Bridge)
Victoria Quay
Edinburgh
EH6 6QQ

PART 2

An Environmental Report is attached for **[name of PPS]:**

The Responsible Authority is:

PART 3

Contact name

Job Title

Contact address

Contact tel no

Contact email

PART 4

Signature

(electronic
signature
is acceptable)

Date

Blank page

Contents of the Environmental Report

Non-technical summary

(Including timescale and address for comments)

Introduction

- Purpose of this Environmental Report and key facts about the PPS
- SEA activities to date

Context

- Outline and objectives of [name of PPS]
- Relationship with other PPS and environmental objectives
- Relevant aspects of the current state of the environment
- Environmental problems
- Likely future of the area without the PPS
- SEA Objectives

Assessment of environmental effects and measures envisaged for the preventions, reduction and offsetting of significant adverse effects

- Alternatives considered
- Assessment methods
- Assessment of PPS and alternatives
- Measures envisaged for the prevention, reduction and offsetting of any significant adverse effects

Monitoring

Next steps

Appendix A. Links to other PPS and environmental objectives

Appendix B. Full assessment results

NOTE - There are likely to be additional appendices such as maps

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NON-TECHNICAL SUMMARY

INTRODUCTION

Purpose of this Environmental Report and key facts

As part of the preparation of [name of PPS] [name of Responsible Authority] is carrying out a Strategic Environmental Assessment (SEA). SEA is a systematic method for considering the likely environmental effects of certain PPS. SEA aims to:

- integrate environmental factors into PPS preparation and decision-making;
- improve PPS and enhance environmental protection;
- increase public participation in decision making; and
- facilitate openness and transparency of decision-making.

SEA is required by the Environmental Assessment (Scotland) Act 2005. The key SEA stages are:

Screening	determining whether the PPS is likely to have significant environmental effects and whether an SEA is required
Scoping	deciding on the scope and level of detail of the Environmental Report, and the consultation period for the report – this is done in consultation with Scottish Natural Heritage, The Scottish Ministers (Historic Scotland) and the Scottish Environment Protection Agency
Environmental Report	publishing an Environmental Report on the PPS and its environmental effects, and consulting on that report
Adoption	providing information on: the adopted PPS; how consultation comments have been taken into account; and methods for monitoring the significant environmental effects of the implementation of the PPS
Monitoring	monitoring significant environmental effects in such a manner so as to also enable the Responsible Authority to identify any unforeseen adverse effects at an early stage and undertake appropriate remedial action.

The purpose of this Environmental Report is to:

- provide information on [name of PPS];
- identify, describe and evaluate the likely significant effects of the PPS and its reasonable alternatives;
- provide an early and effective opportunity for the Consultation Authorities and the public to offer views on any aspect of this Environmental Report.

INTRODUCTION (cont)

The key facts relating to [PPS] are set out in Table 1 below.

Table 1. Key facts relating to [name of PPS]

- **Name of Responsible Authority**
- **Title of PPS**
- **What prompted the PPS** (e.g. legislative, regulatory or administrative provision)
- **Subject** (e.g. transport)
- **Period covered by PPS**
- **Frequency of updates**
- **Area covered by PPS [note - a map may be useful]**
- **Purpose and/or objectives of PPS**
- **Contact point**

SEA activities to date

Table 2 summarises the SEA activities to date in relation to [name of PPS]

Table 2. SEA activities to date

SEA Action/Activity	When carried out	Notes (e.g. comment on data availability, particular issues or any advice from the Consultation Authorities that has now been taken into account)
screening to determine whether the PPS is likely to have significant environmental effects		
scoping the consultation periods and the level of detail to be included in the Environmental Report		
Outline and objectives of the PPS		
relationship with other PPS and environmental objectives		
environmental baseline established		
environmental problems identified		
assessment of future of area without the PPS		
alternatives considered		
environmental assessment methods established		
selection of PPS alternatives to be included in the environmental assessment		
identification of environmental problems that may persist after implementation and measures envisaged to prevent, reduce and offset any significant adverse effects		
monitoring methods proposed		
consultation timescales <ul style="list-style-type: none"> • Timescale for Consultation Authorities • Timescale for public 		
notification/publicity action		

Outline and objectives of [name of PPS]

The Environmental Assessment (Scotland) Act 2005 requires that the Environmental Report includes “an outline of the contents and main objectives of the plan or programme”. The purpose of this section is to explain the nature, contents, objectives and timescale of the [PPS].

Relationship with other PPS and environmental objectives

The Environmental Assessment (Scotland) Act 2005 requires that the Environmental Report includes an outline of the PPS relationships with other relevant PPS and how environmental protection objectives have been taken into account in the PPS preparation. This section covers these issues and describes the policy context within which the PPS operates, and the constraints and targets that this context imposes on the PPS.

Table 3 summarises how [name of PPS] affects, and is affected by, other relevant PPS and environmental protection objectives. **Appendix A** shows a more detailed analysis.

Table 3. Relevant plans, programmes and strategies (PPS) and environmental protective objectives, and their relationship with [name of PPS]

Name of PPS / Environmental protection objective	Title of legislation and main requirements of PPS / Environmental protection objective	How it affects, or is affected by [name of PPS] in terms of SEA issues* at Schedule 3 of the Environmental Assessment (Scotland) Act 2005
<i>EXAMPLE UK Climate Change Programme, 2000</i>		<i>Air, climatic factors Sets CO2 reduction targets that Plan X needs to take into account</i>
<i>Air Quality Strategy for England and Scotland, Wales and Northern Ireland, 2000 amended 2003</i>		<i>Air, human health Aims to protect people’s health and the environment; sets objectives for air pollutants specified</i>

* Biodiversity, flora, fauna, population, human health, soil, water, air, climatic factors, material assets, cultural heritage (including architectural and archaeological heritage), landscape, inter-relationship between these issues; secondary and cumulative effects.

Key points arising from this analysis are
.....

Relevant aspects of the current state of the environment

The Environmental Assessment (Scotland) Act 2005 Schedule 3 requires that the Environmental Report includes a description of the relevant aspects of the current state of the environment and the likely evolution thereof without implementation of the PPS, and “the environmental characteristics of areas likely to be significantly affected”. This section aims to describe the environmental context within which the PPS operates and the constraints and targets that this context imposes on the PPS.

The table below summarises the data collected and the source.

The following paragraphs describe the area of [name of PPS]:

The following summarises the likely gaps and/or unreliability of the SEA baseline data, and how they were minimised:

Environmental problems

The Environmental Assessment (Scotland) Act 2005 requires that the Environmental Report includes a description of existing environmental problems, in particular those relating to any areas of particular environmental importance. The purpose of this section is to explain how existing environmental problems will affect or be affected by [name of PPS], and whether the PPS is likely to aggravate, reduce or otherwise affect existing environmental problems.

Environmental problems were identified through discussions with [name organisations with whom discussions were had] and an analysis of the baseline data. Relevant environmental problems are summarised at **Table 4**.

Table 4. Environmental problems relevant to [name of PPS]

Problem	Supporting data	Implications
<i>e.g. reduction in air quality due to large numbers of cars on school run</i>	<i>School journey mode in district X 45% foot, 32% car, 12% public transport; compared with 40%, 30%, 17% nationally (source: X local residents survey, 2005). One-third of peak time traffic is school related (Local Residents' Survey, 2004).</i>	<i>Increase emphasis on school travel plans, Safe Routes to School and other ways of reducing car journeys to school.</i>
<i>e.g. hotspots of air pollution</i>	<i>Map Y shows AQMA locations. Declared Air Quality Management Areas .</i>	<i>Reducing the need to travel and improving non-car alternatives should reduce the (increase in) traffic levels and help to improve air quality.</i>

Likely evolution of the environment without [name of PPS]

Without [name of PPS] it is considered that the likely future changes to the area will be:

SEA Objectives

ASSESSMENT OF ENVIRONMENTAL EFFECTS AND MEASURES ENVISAGED FOR PREVENTION, REDUCTION AND OFFSETTING OF ANY SIGNIFICANT ADVERSE EFFECTS

Alternatives to which SEA was applied

The following alternatives were considered as part of this strategic environmental assessment:

Assessment methods

The PPS and its alternatives, described earlier, have been assessed against the list of environmental issues set out in Schedule 3 of the Environmental Assessment (Scotland) Act 2005. Comments from the Consultation Authorities (SNH, SEPA and The Scottish Ministers (Historic Scotland)) have been taken into account regarding the methods, scope and level of detail in this Environmental Report.

Table 5. Framework used to assess [name of PPS]

Assessment of alternatives - summary

The PPS and its alternatives were assessed using the framework shown above. A summary of the assessment findings is shown in **Table 6**, and the full findings are shown in **Appendix B**.

Table 6. Summary of assessment findings

Assessment of alternatives - cumulative and synergistic effects

Guidance note – Chapter 12 of the Tool Kit provides further guidance

GUIDANCE NOTE

Background

1 The Environmental Assessment (Scotland) Act 2005 requires that the Environmental Report shall include such of the information in Schedule 3 as may reasonably be required, taking account of:

- current knowledge and methods of assessment;
- the contents and level of detail in the PPS;
- the stage of the PPS in the decision-making process;
- the extent to which certain matters are more appropriately assessed at different levels in the decision-making process in order to avoid duplication of the assessment.

2 The Environmental Assessment (Scotland) Act 2005 requires that the assessment must include an analysis of short, medium and long-term effects; permanent and temporary effects; positive and negative effects; and secondary, cumulative and synergistic effects. Positive and negative effects must not be assumed to cancel each other out.

Cumulative, synergistic and secondary effects

3 Because assessing and presenting cumulative, synergistic and secondary effects can be complex, the Responsible Authority may find it useful to present their assessment and conclusions in a distinct section of their Environmental Report. (Chapter 6 of Tool Kit provides further guidance).

4 This section may typically be 2-5 pages long, supported with an appendix containing the detailed analysis. It is not considered sufficient to provide a summary table on its own and it is good practice to explain any conclusions.

Sources of Guidance

5 A variety of tables are offered overleaf. You may also find it useful to cross refer to Chapter 9 of the Tool Kit, which provides further guidance.

Assessment of alternatives - cumulative and synergistic effects

Table 7

The following approach may be helpful for identifying the cumulative effects of the PPS across the SEA issues/topics:

SEA topic	Part of PPS / Alternative (e.g. policy 1-7)							Potential cumulative impact of PPS
	1	2	3	4	5	6	7	
Biodiversity etc.	+	-	+	+	0	...		no effect
Population	++		0	++		...		
Human health	0	?	0	?	?			more study needed
Soil	+	?	-	?	?			
Water	+		0	++				
Air	+	+	0	++				
Climatic factors	-	--	-	0	--			Potential adverse effect Suggest appropriate mitigation measures here
Material assets								
Cultural heritage	cumulative effects on SEA topic can be identified by 'reading across'							
Landscape								
Interrelationship						

In the example above, each part of the PPS has a neutral or positive overall impact (reading 'down'), but the policies cumulatively have a significant adverse effect on climatic factors (reading 'across'). In such a case, it is good practice to review to see whether they cannot be changed so as to reduce their joint effect. Negative and positive effects should *not* be assumed to cancel each other out.

+ = positive, - = negative and 0 = neutral effect.

Table 7 was sourced by Levett-Therivel (Sustainability Consultants)

Assessment of alternatives, compatibility with other PPS

Table 8

GUIDANCE NOTE											
Where <i>different parts of a PPS seem to pull in opposite directions</i> , it may be appropriate to also carry out a compatibility assessment of the PPS, as shown in the example below:											
<ul style="list-style-type: none"> • Accessibility: Y Council will enable all Y residents to access employment, education and key services • Demand Management: Y Council will influence and manage the demand for transport within and through Y • Keep Y Moving: Y Council will manage/maintain local highway network to maximise safe/efficient use of road space and provide reliable journey times • Sustainable Regeneration: Y Council will promote development that reduces need to travel while supporting local economy • Connections: Y Council will press for more efficient transport links with the rest of Scotland 											
	A. Accessibility	B. Demand Mgmt.	C. Keep Y Moving	D. Sust. Regenerate.							
					<table border="1"> <tr> <td>√</td> <td>Mutually compatible themes</td> </tr> <tr> <td>x</td> <td>Mutually incompatible themes</td> </tr> <tr> <td>?</td> <td>No clear link</td> </tr> </table>	√	Mutually compatible themes	x	Mutually incompatible themes	?	No clear link
√	Mutually compatible themes										
x	Mutually incompatible themes										
?	No clear link										
B. Demand management	?										
C. Keep Y moving	?	x									
D. Sustainable regeneration	√	√	x								
E. Connections	?	x	√	X							
<p>In the example, there is a clear tension between policies B and D, which aim to reduce the need to travel, and policies C and E, which aim to increase mobility. B/D and C/E would lead to virtually opposite environmental effects: the compatibility assessment helps to explain why this is the case.</p>											

Table 8 was sourced by Levett-Therivel (Sustainability Consultants)

Measures envisaged for the prevention, reduction and offsetting of significant adverse effects

Schedule 3 para. 7 of the Environmental Assessment (Scotland) Act 2005 requires that the Environmental Report includes the measures envisaged to prevent, reduce and as fully as possible offset any significant adverse effects on the environment of implementing the PPS. Table 9 sets out any environmental problems that are likely to remain on implementation of the PPS and summarises measures envisaged for the prevention, reduction and offsetting of any significant adverse effects.

Table 9 Measures envisaged for the prevention, reduction and offsetting of any significant adverse effects

SEA issue	Existing problem?	Impact of PPS	Measures envisaged for the prevention, reduction and offsetting of any significant adverse effects

GUIDANCE NOTE – It may also be useful to include a table which sets out how positive environmental effects may be enhanced

MONITORING

Section 19 of the Environmental Assessment (Scotland) Act 2005 requires the Responsible Authority to monitor significant environmental effects of the implementation of the PPS. This needs to be done in such a way as to also enable them to identify any unforeseen adverse effects at an early stage and to enable them to take appropriate remedial action.

The following activities were undertaken to establish the monitoring approach. *[insert details]*

The proposed SEA monitoring activities are set out in Table 10.

Table 10 Proposed SEA monitoring programme

What is being monitored	Data source, frequency of monitoring	Summary of proposed remedial action (if information is available)	Timescale and responsibility

NEXT STEPS

Table 11 lists future milestones in the development of the PPS and its SEA, and the dates when these are expected to be completed.

Table 11 Anticipated PPS-making and SEA milestones

Expected date	Milestone

--	--

Appendix A - Links to other plans, programmes and strategies and environmental protection objectives

GUIDANCE NOTE		
Option 1. This is a simple approach which has been used widely.		
Policy, PPS, environmental protection objective	Objectives or requirements of the policy/PPS/environmental protection objectives	How objectives and requirements might be taken on board in PPS X

GUIDANCE NOTE	
Option 2. This approach provides more information, but takes longer to compile.	
PPS environmental objective ...(name)	
body responsible for PPS:	
status (e.g. statutory, non-statutory):	
date produced:	
why is it relevant to the PPS	
opportunities / synergies:	constraints / challenges:
how could the PPS respond?	implications for the SEA:
internet link:	
useful cross-references	

Appendix B. Full assessment results

These would be structured according to the framework established at Table 6

**SCOTTISH EXECUTIVE
SEA TEMPLATES**

**TEMPLATE 4
POST-ADOPTION
SEA STATEMENT
(without integrated guidance notes)**

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POST-ADOPTION SEA STATEMENT – COVER NOTE

PART 1

To: SEA.gateway@scotland.gsi.gov.uk

or

SEA Gateway
Scottish Executive
Area 1 H (Bridge)
Victoria Quay
Edinburgh EH6 6QQ

PART 2

A post-adoption SEA statement is attached for the PPS entitled:

The Responsible Authority is:

PART 3

Contact name

Job Title

Contact address

Contact tel no

Contact email

Signature & date

Blank page

POST - ADOPTION SEA STATEMENT

Post-adoption SEA statement for:

Adopted on:

Responsible Authority:

POST-ADOPTION SEA STATEMENT INTRODUCTION

This document (referred to here as the post-adoption SEA statement) has been prepared in accordance with Section 18 of the Environmental Assessment (Scotland) Act 2005.

POST-ADOPTION SEA STATEMENT AVAILABILITY OF DOCUMENTS

WEBSITE

The full PPS as adopted, along with the Environmental Report and post-adoption SEA Statement are available on the Responsible Authority's website at:

OFFICE ADDRESS

The PPS, as adopted, along with the Environmental Report and post-adoption SEA Statement may also be inspected free of charge (or a copy obtained for a reasonable charge) at the principal office of the Responsible Authority:

Contact name, address and telephone number

Times at which the documents may be inspected or a copy obtained:

**POST-ADOPTION SEA STATEMENT
KEY FACTS**

Name of Responsible Authority	<input type="text"/>
Title of PPS	<input type="text"/>
Purpose of PPS	<input type="text"/>
What prompted the PPS (e.g. a legislative, regulatory or administrative provision)	<input type="text"/>
Subject (e.g. transport)	<input type="text"/>
Period covered	<input type="text"/>
Frequency of updates	<input type="text"/>
Area of PPS (e.g. geographical area)	<input type="text"/>
Summary of nature/content of PPS	<input type="text"/>
Date adopted	<input type="text"/>
Contact name & job title Address, email, telephone number	<input type="text"/>
Date	<input type="text"/>

POST-ADOPTION SEA STATEMENT STRATEGIC ENVIRONMENTAL ASSESSMENT PROCESS

[insert title of PPS] has been subject to a process of Strategic Environmental Assessment (SEA), as required under the Environmental Assessment (Scotland) Act 2005. This has included the following activities:

- Taking into account the views of the Scottish Environment Protection Agency, Scottish Natural Heritage and the Scottish Ministers (Historic Scotland) regarding the scope and level of detail that was appropriate for the Environmental Report

- Preparing an Environmental Report on the likely significant effects on the environment of the draft PPS which included consideration of:
 - the baseline data relating to the current state of the environment;
 - links between the PPS and other relevant strategies, policies, plans, programmes and environmental protection objectives;
 - existing environmental problems affecting the PPS;
 - the plan's likely significant effects on the environment (positive and negative);
 - measures envisaged for the prevention, reduction and offsetting of any significant adverse effects;
 - an outline of the reasons for selecting the alternatives chosen;
 - monitoring measures to ensue that any unforeseen environmental effects will be identified allowing for appropriate remedial action to be taken.

- Consulting on the Environmental Report
- Taking into account the Environmental Report and the results of consultation in making final decisions regarding the PPS
- Committing to monitoring the significant environmental effects of the implementation of the PPS. This will also identify any unforeseen adverse significant environmental effects and to enable taking appropriate remedial action.

**POST ADOPTION SEA STATEMENT
HOW ENVIRONMENTAL CONSIDERATIONS HAVE BEEN INTEGRATED
INTO [THE PPS] AND HOW THE ENVIRONMENTAL REPORT HAS BEEN
TAKEN INTO ACCOUNT**

TABLE 1

ENVIRONMENTAL CONSIDERATIONS AND FINDINGS FROM ENVIRONMENTAL REPORT	INTEGRATED INTO PPS (YES/NO)	HOW INTEGRATED/ TAKEN INTO ACCOUNT OR REASON FOR NOT BEING TAKEN INTO ACCOUNT
P		

**POST ADOPTION SEA STATEMENT
HOW OPINIONS EXPRESSED DURING CONSULTATION HAVE BEEN
TAKEN INTO ACCOUNT (INCLUDING ANY CONSULTATION REQUIRED
WITH OTHER EU MEMBER STATES)**

**TABLE 2 –LISTS CONSULTATION RESPONSES AND SETS OUT HOW THEY
HAVE BEEN TAKEN INTO ACCOUNT**

CONSULTEE / RESPONDENT	SUMMARY OF COMMENTS	HOW THE COMMENT WAS TAKEN INTO ACCOUNT IN MAKING THE DECISION TO ADOPT THE FINAL PPS

**POST-ADOPTION SEA STATEMENT
REASONS FOR CHOOSING THE [PPS] AS ADOPTED, IN THE LIGHT OF
OTHER REASONABLE ALTERNATIVES**

**POST-ADOPTION SEA STATEMENT
MEASURES THAT ARE TO BE TAKEN TO MONITOR SIGNIFICANT
ENVIRONMENTAL EFFECTS OF THE IMPLEMENTATION OF THE PPS**

**POST-ADOPTION SEA STATEMENT
NOTE - IT MAY BE USEFUL TO INCLUDE A CONCLUDING PARAGRAPH
HERE**