| **Sustainability Theme** | **Review Questions** | **Example impacts** | **Actions to mitigate negative aspects and enhance positive impacts** |
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| Lightbulb | **ENERGY** – **Consider whether the project could:**   * increase, or decrease the amount of electricity used * increase, or decrease the amount of heating or hot water required * use energy generated from renewable energy sources to lower the carbon emissions associated with electricity use and/or heating | Example:  Introduction of a new piece of electrical equipment will increase energy use and will lead to extra waste from its processing. | Example:  Equipment purchased/used is the most energy efficient available.  Ensure energy using products are only switched on when necessary to reduce the use of waste electricity.  Consider the possibility of using energy storage features as part of renewable energy installations to maximise the efficiency of these installations. |
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| Recycle sign | **WASTE** – **Consider whether the project could lead to:**   * an increase or decrease in the amount of waste generated * the type of waste being produced and how this influences the way it is disposed (e.g. plastics, paper, construction waste) | Example:  Project will involve the demolition of an existing building creating construction waste  Project will involve the purchasing of waste materials that come with waste packaging. | Example:  Providing receptacles for the disposal of waste including recycling (many types – plastics, cardboard/paper, cans/aluminium, food waste) and general waste.  Establishing plans for the disposal or reuse of products after use. For example, if materials are used temporarily but are no longer needed for use in the project then consider seeking out an alternative person who could use them. |
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| Document | **PROCUREMENT** - **All procurement related to the project should consider:**   * quantity of product required – Is it needed?, Can the quantity be reduced instead of buying in bulk? * whole life costs (including environmental costs from emissions associated with production, transport, use and disposal or reuse of products) * supporting local businesses, small businesses and social organisations * social value – e.g. providing benefits to local employment or purchasing from suppliers that have or support low carbon energy generation. | Example:  The project involves the use of contractors for purchasing products and/or materials. These will carry an embedded environmental impact involved in their production and also an impact in their delivery to the Council and use within the product. | Example:  Considering suppliers that use environmental management systems, that have plans in place to become carbon neutral (or similar) or will make contributions (voluntary or financial )to environmental charities  Give particular preference to local suppliers where possible. |
| Deciduous tree | **BIODIVERSITY AND GREEN SPACE** - **Consider how the project could impact:**   * the movement of wildlife in the environment, or the habitats in which they live (positively and negatively) * conservation of the natural environment and how it is treated by others * the ‘character’ or natural beauty of the environment * people’s access to valued green spaces and wildlife sites | Example:  Introducing a building into an environment which is predominantly green space may change the landscape character and impact on wildlife habitats and movement | Example:  The building could be built with biophilic design i.e. It blends in with the natural environment or contains features that enable it to benefit wildlife, the environment and people. For example, you could consider adding green walls or roofs to a building, or using bricks that allow birds to use the building to nest in. |
| **CarBus**Cycling | **TRANSPORT**: **Consider how your project might:**   * increase congestion on road infrastructure and how this will influence other factors such as air quality and people’s health. * be able to facilitate sustainable travel modes such as walking, cycling and/or use of public transport * be able to reduce the amount of travel that is required e.g. having remote project meetings | Example:  A project that creates or enhances a new visitor attraction that will increase the amount of people who travel to the destination. | Example:  Ensuring that visitors are aware of how to get to the attraction via sustainable travel modes such as bike (including bike lanes on route), walking, public transport and giving these the greatest attention over the car.  Providing bike racks/electric car charging as part of the attraction. |
| **ThermometerRain** | **CLIMATE ADAPTATION – Consider how your project might:**   * exacerbate or minimise risks associated with a changing climate such as flooding, drought and warmer temperatures and how these   will influence other environmental impacts e.g. biodiversity loss, crop loss or damage, damage to infrastructure   * have to adapt to an already changing climate and how this may influence its design principles e.g. building above ground to reduce exposure to flooding or use of green roofs which provide natural cooling benefits whilst also absorbing CO2 | Example  This is an overarching theme and it is highly likely that your project in some way will impact on the risks of a changing climate as well as being affected by it. | Example  Reducing the water used during the project, for example by looking at the possibility of using grey water/rain water harvesting systems  Build green roofs or walks to help capture carbon and provide natural cooling benefits.  Not building on or near floodplains, anticipating that flood risk may increase in the future. |
| Water | **WATER – Consider how your project might:**   * increase or decrease the amount of water use * promote and incorporate principles of water conservation * pose a risk of pollution to nearby watercourses | Example  Project to upgrade a community centre that includes upgrades to toilets, sinks, washing facilities | Example  Consider installing water meters on site to incentivise saving water in order to save money  Invest in water efficient equipment such as dual flush toilets, waterless urinals, automatic taps.  Capture rainwater using water butts |