

Site visit & inspection of newly created Public Open Space (POS) with planning approval, as per LP63, when it is to be transferred to a private management company (or similar).

Kirklees Council Landscape Architects shall undertake a site visit to the proposed site to inspect the public open space, or spaces, on the residential development to confirm it meets the requirements of Planning Approval in respect of Public Open Space provision.

Landscape proposals and play provision (be it natural play or equipped), should meet the requirements **as set out in the approved planning permission, plans, documents and s106 agreement.**

A fee scale is usually applied and agreed at s106 stage based upon the number of POS areas on site together with their typology, size and complexity for the Kirklees Council Landscape Architect to undertake this inspection and issue certification & site report (if required).

Fee Table: Figure 1

CATEGORY	TYPICAL FEATURES	Update including inflation as at April 2025
Simple Open Space	A. Small to medium amenity greenspace or natural/semi-natural open space, which may incorporate minimum natural play.	£613
Routine Open Space	B. Medium to large amenity greenspace or natural/semi-natural open space, which may incorporate areas of natural play, paths and/or more complex greenspace.	£919
Routine open space with small formal play	C. Straightforward typology, for example LAP or woodland, on a relatively flat site, no physical complications (boundaries, strategic footpath links, etc), no major planning implications such as re-designs/or resubmissions.	£1,225
Complex	D. Minor complexity - includes basic parks and recreation grounds and open space that may have more than one typology, for example two LAPs or a LEAP and woodland. The area may include footpath links or multiple design layout options for the site but no major planning implications.	£2,143
	E. All other complex typologies, including most parks and recreation grounds, children/young people's provision with a LEAP as well as a LAP, NEAP and/or MUGA, larger areas with footpath links and boundary works and open space with: complications (e.g. retaining structures); waterbodies and/or sites with major planning implications including re-submissions.	£3,062
NOTE: * Figures will be reviewed periodically if there are significant changes to the POS components, scales or complexities. Fees will be updated annually in line with inflation.		

N.B. These fees are updated (as with the SPD) in line with inflation on an annual basis.

Indicative Hours for Tasks for Option B a simple, medium sized amenity open space: Figure 2

Landscape Architect – Site Visit for simple, medium amenity open space (minimal play features)	
Indicative Hours / Fee Build-Up (S106) for Option B	
Task	Indicative Hours
Review of available site information, planning context, policy, and guidance	2
Travel time to and from site (within agreed assumptions)	2
Walkover inspection of site and immediate surroundings, including assessment of landscape conditions, access, levels, vegetation, drainage, constraints, and opportunities	2
Coordination with Planner and relevant consultees (where required)	1
Check inclusion of Health and safety considerations for Play, RoSPA etc (where required)	1
Photographic recording and preparation of site notes	0.5
Post-site review and collation of site information	1
Preparation of written site inspection summary or report identifying implications for design, cost planning, and long-term management	2.5
Coordination and issue of site findings to wider consultant team	1
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The following is an **indicative list** of what the site visit could comprise, depending upon the scale and complexity of the POS (as per Figures 1 & 2 above):

- Review of available site information, planning context, approved layout and landscape plans and specification, Landscape Maintenance and Management Plan (LMMP) or Landscape and Ecological Management Plan (LEMP), relevant s106 obligations, Open Spaces SPD & LP63 guidance.
- Travel to and from the site within the agreed timeframe.
- A walkover inspection of the site and its immediate context, including consideration of, and relevant to the specific scheme, topography, public access, levels and edgings, planting, drainage, site boundaries, POS land uses and any relevant infrastructure such as play equipment, natural play, trim trail, SuDS, street tree planting, site furniture, gates, litter bins, benches and signage etc.
- Health and safety matters and compliance, including, where applicable, if DDA and RoSPA for play equipment and safety surfacing, where applicable will be limited to a visual check only to confirm that the specified matters have been addressed or that the relevant information has been submitted. *No technical review, approval, or verification of compliance will be undertaken. This could include visual consideration, or sight of submission, of health and safety documentation and compliance information as part of planning, including (where applicable) DDA requirements and RoSPA certification for play equipment and safety surfacing by the developer.*
- Photographic recording of the site, supported by written site notes and annotated sketches as appropriate.
- Attendance could be with the Planner, Private Management Company rep, Developer/Agent and/or other stakeholders, where agreed in advance.

Following the site visit, the Landscape Architect shall, where applicable:

- Collate and review site information, photographs, and notes.
- Identify key issues / implications for the public open space, including matters relating to deviation from the approved layout / design / specification / implementation / safety / establishment of the planting (and any failures or gaps) and long-term management.
- Prepare a brief written site report and certificate and coordinate with the wider Planning team as required.

This POS inspection is indicative of the tasks undertaken and generally includes one site visit only. This includes the issue of the certificate that the POS has been implemented and established as per the approved POS planning permission. Refer to Figure 3 for indicative site inspection checklist.

Should it be found that the public open space and planting has not been completely nor fully implemented through to establishment as set out in the approved POS Scheme, as approved by the Planners at Kirklees Council, and additional site visits, re-visits, or specialist visits are necessary, then these could be additional to this fee and may be agreed and instructed separately subject to agreement of additional fees.

Figure 3: Indicative Site Inspection Checklist for newly constructed Public Open Space for implementation in accordance with approved plans (as per planning approval).

NB *This is a visual walkover of the POS/landscaped areas and not a technical review, approval, or verification of compliance or H&S regs. Can include visual consideration on site or desktop assessment of documentation e.g. ref in health and safety plan, landscape maintenance regime for safety inspections of play area and, compliance information as part of planning submission.*

Category	Inspection Item	What to Check (LA Inspection Focus)	Y / N	Comments / Actions
Planning & Legal	Approved landscape dwgs	Layout, levels, materials accord with approved plans		
	Planning conditions	All landscaping / open space conditions discharged- refer to Planner		
	s106 obligations	Correct area, typology and standard delivered		
	BNG requirements	Any visible issues or concerns on site or deviation from the landscape plans to refer to Biodiversity Officer		
	Land ownership	Clarification that POS within land to be adopted / transferred to Mgmt. Co.		
Public Safety	General safety	No visible unmanaged hazards to users		
	Level changes	Guarding, gradients and edge treatments appear appropriate		
	Retaining structures	Appear to be stable, safe, acceptable finishes, e.g., no visible cracks or leaning walls- <i>visual inspection only</i>		
	Water / SuDS features	Appear to be safe profiles, no uncontrolled access risks – <i>visual inspection only – refer to LLFA</i>		
	Service covers	Flush, secure, no trip risk		
Access	Accessible routes	Step-free access where required		
	Paths	Widths, gradients & alignment acceptable		
	Surfacing	Durable, even, non-slip		
	Drainage	No ponding: falls work as designed – or refer to LLFA		
	Equality Act compliance	Inclusive routes, visibility, rest points appear to meet approved plans		
Hard Landscape	Edgings & kerbs	Secure, robust, appear correctly aligned		
	Steps & ramps	Appear to be correct rises/goings; handrails provided		

Category	Inspection Item	What to Check (LA Inspection Focus)	Y / N	Comments / Actions
	Walls & hard features	Safe edges, no apparent climbing/fall risks		
Play & Recreation	Play equipment	Layout and equipment appears to be installed in accordance with specification		
	Post-installation inspection	Has Certification been submitted / made available, are safety inspections in management plan		
	Safety surfacing	Appear appropriate and to extent anticipated/as per approved layout		
	Informal play areas	Usable, level, well-drained		
	Natural surveillance	Installation appears to be free from concealed / unsafe areas		
Furniture & Structures	Seating	Secure fixings; adoptable types		
	Bins	Suitable locations; manageable		
	Signage	Clear, legible, vandal-resistant		
Soft Landscape	Trees	Species, sizes and positions correct, upright, thriving & established, losses?		
	Tree establishment	Stakes, ties and mulch properly installed		
	Shrubs & hedges	Appropriate density, coverage and thriving and established, gaps/failures?		
	Grass areas	Even establishment; maintainable		
Ecology & BNG	Habitat areas, Features & Future monitoring	Refer to Biodiversity Officer. Note any visible concerns on condition – is it suitable for establishment / Installed as approved / Access and management arrangements clear		
Maintenance & Adoption	Maintenance access	Suitable for vehicles		
	Manageability	Appropriate for maintenance regimes		
	Private / Resident management Co.	Contact particulars and emergency call out provided		
	Snagging items	Outstanding defects identified in report		
Overall Assessment	Site as per planning approval	Fit for public use/meets planning approved documentation		
Date	Site & Developer			
Signed				