



**The Environmental Assessment of Plans and
Programmes (Scotland) Regulations 2004**

**SEA Templates (trial version with integrated
guidance notes)**

September 2005
Paper 2005/22

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Programmes (Scotland) Regulations 2004**

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EH1 1YS

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Foreword

Scotland is fast becoming a world leader in strategic environmental assessment (SEA). The Environmental Assessment of Plans and Programmes (Scotland) Regulations 2004 are already in force and the Environmental Assessment (Scotland) Bill is currently before the Scottish Parliament.

The Scottish Executive is committed to a number of pioneering initiatives to facilitate the implementation of SEA. We are pleased to have already supported a variety of SEA courses and seminars. In addition, early next year we will be publishing comprehensive SEA guidance which will include an updated version of the templates in this booklet.

The SEA templates in this booklet are trial versions and they are available in two formats – 1) with integrated guidance notes 2) without integrated guidance notes. Both formats are available on the Scottish Executive website at:-

<http://www.scotland.gov.uk/Topics/Environment/17108/14587>.

The Executive would like to thank all of the individuals and organisations who have contributed to the development of these SEA templates including:- Levett-Therivel (Sustainability Consultants); CoSLA; SEPA; SNH; Historic Scotland; and SEA practitioners.

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Introduction

Where to access SEA guidance and Regulations

UK wide SEA guidance is currently available in The Practical Guide to The Strategic Environmental Assessment Directive:-

http://www.odpm.gov.uk/stellent/groups/odpm_planning/documents/page/odpm_plan_041102.pdf.

Guidance is also available on the EU website Europa:-

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

Before working with the templates, we advise you to study the Environmental Assessment of Plans and Programmes (Scotland) Regulations 2004:-

<http://www.scotland-legislation.hmso.gov.uk/legislation/scotland/ssi2004/20040258.htm>.

Status of SEA templates

The SEA templates are generic frameworks for the key stages of SEA as provided for in the Environmental Assessment of Plans and Programmes (Scotland) Regulations 2004 (The Regulations). The templates are not compulsory and, further, they may be adapted to suit individual needs. When using the templates, it is up to the Responsible Authority to satisfy themselves that they have complied with the requirements of the Regulations.

The templates in this booklet are trial versions and they are available in two formats: – 1) with integrated guidance notes; 2) without integrated guidance notes. Both formats are available on the Scottish Executive website at:-

<http://www.scotland.gov.uk/Topics/Environment/17108/14587>

Explanation of terms used in the templates

The term “signature” includes electronic signatures. Electronic signatures are acceptable throughout the templates.

References to “UK wide Guidance” relate to the Practical Guide to the Strategic Environmental Assessment Directive.

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.

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).

Contact details

If you require further information or wish to offer feedback on these templates please contact Elaine McCall, SEA Gateway Officer, before 30 November 2005.

SEA.gateway@scotland.gsi.gov.uk

or

Elaine McCall,

SEA Gateway Officer

Mail point 4,

Area 1H (bridge)

Victoria Quay

Edinburgh

EH6 6QQ



natural
scotland
SCOTTISH EXECUTIVE

SEA TEMPLATE 1 - SCREENING
(trial version with integrated guidance notes)

Guidance notes on SEA template 1 - screening

Purpose of screening

The purpose of screening is to assist the Responsible Authority to determine, in consultation with the Consultation Authorities, whether a plan or programme described in Regulation 9(c) or Regulation 10 is likely to have significant environmental effects. If it is considered that there are likely to be significant environmental effects an SEA will be required. (Regulations 9(c), 10, 13 & 14 and Schedule 1).

NB Screening is not required for plans and programmes which require an SEA under Regulations 9(a) and 9(b), this includes structure plans and local plans. In these cases, the Responsible Authority should move directly to the scoping stage (template 2).

Length and level of detail

Template 1 provides a framework for the screening report (Regulation 14). It is primarily for use when screening is required by the Regulations. However, it may also be used when screening is not required but the Responsible Authority wishes to screen voluntarily for likely significant environmental effects.

Typically, a screening report will not normally be more than 5-7 pages long. The size of the sections and boxes in this template are not a guide to the amount of detail required as that will very much depend on the plan. It is good practice to include plan objectives in the screening report.

Where to send the screening template

Responsible Authorities are required to forward screening reports to the Consultation Authorities (Regulation 14(2)). In practice, Responsible Authorities are asked to send screening reports to the Scottish Executive SEA Gateway, preferably by email.

The Gateway will forward reports to the Consultation Authorities for their views regarding whether or not the plan/programme has likely significant environmental effects.

Guidance notes on SEA template 1 – screening (cont)

Timescale for Consultation Authority responses

Within 28 days of receipt of the SEA screening report, the Consultation Authorities shall respond with their views (Regulation 14(3)). In practice, the Consultation Authorities are asked to send their views via the Scottish Executive SEA Gateway.

Determination procedure (Regulation 14)

Plan or programme unlikely to have significant environmental effects

If the Responsible Authorities and the Consultation Authorities agree that the plan or programme is unlikely to have significant environmental effects, the Responsible Authority shall make a determination to that effect. (Regulation 13(1))

Plan or programme likely to have significant environmental effects

If the Responsible Authority and the Consultation Authorities agree that the plan or programme is likely to have significant environmental effects then the Responsible Authority shall make a determination to that effect. (Regulation 13(1))

Disagreement as to whether the plan or programme is likely to have significant environmental effects

If the Responsible Authority and Consultation Authorities do not reach an agreement as to whether or not the plan or programme is likely to have significant environmental effects the Responsible Authority shall refer the matter to the Scottish Ministers for their determination.

Guidance notes on SEA template 1 – screening (cont)

Publicity for determinations (Regulation 15)

Within 28 days of a determination having been made by either the Responsible Authority or the Scottish Ministers, the Responsible Authority shall send the Consultation Authorities the following documents (in practice, the Responsible Authority is asked to send documents via the SEA Gateway):-

- a copy of the determination
- and
- where the Responsible Authority determines that the plan or programme is unlikely to have significant environmental effects, a statement of reasons for that determination

The Responsible Authority shall also: –

- keep a copy of the determination and any related statement of reasons, available at its principal office for inspection by the public at all reasonable times and free of charge
- and
- publish a copy of the determination and any related statement of reasons on the authority's website
- and
- within 14 days of making the determination, take such steps as it considers appropriate (including publication in at least one newspaper circulating in its area) to bring to the attention of the public:-
 - title of plan/programme;
 - that a determination has been made and whether an SEA is required;
 - the address (which may include a website) at which a copy of the determination and any related statement of reasons may be inspected or from which a copy may be obtained.

The Responsible Authority is not required to provide a copy of the determination or statement of reasons free of charge. Where a charge is made it must be reasonable.

Guidance notes on SEA template 1 – screening (cont)

Access to further guidance and the Regulations

Guidance notes are provided throughout the template. References to “Regulations” relate to the Environmental Assessment of Plans and Programmes (Scotland) Regulations 2004. References to UK wide Guidance relate to the Practical Guide to the Strategic Environmental Assessment Directive. Links to guidance sources are provided at appendix 2.

Explanation of terms used

Words like “shall” “must” or “should” indicate a statutory requirement. Where words such as “may” or “could” are used, this indicates good practice.

SEA SCREENING REPORT – COVER NOTE

COVER NOTE - SECTION 1

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

COVER NOTE - SECTION 2

An SEA screening report is attached for the plan/programme entitled:-

The Responsible Authority is:-

COMPLETE SECTION 3 or 4 or 5

COVER NOTE - SECTION 3

Screening is required because the plan/programme falls under Regulation 9(c) or Regulation 10 of the Environmental Assessment of Plans and Programmes (Scotland) Regulations 2004. Our view is that:-

an SEA is required because the plan/programme is likely to have significant environmental effects

or

an SEA is not required because the plan/programme is unlikely to have any significant environmental effects

COVER NOTE - SECTION 4

The plan/programme does not require an SEA under the Regulations. 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.

COVER NOTE - SECTION 5

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

.....
.....
.....

SEA SCREENING REPORT – COVER NOTE (continued)

COVER NOTE - SECTION 6

Contact name	<input type="text"/>
Job Title	<input type="text"/>
Contact address	<input type="text"/>
Contact tel no	<input type="text"/>
Contact email	<input type="text"/>

COVER NOTE - SECTION 7

Signature (electronic signature is acceptable)	<input type="text"/>
Date	<input type="text"/>

SEA SCREENING REPORT - SECTION 1, KEY FACTS

Responsible Authority	<input type="text"/>
Title of Plan/Programme	<input type="text"/>
Plan purpose	<input type="text"/>
What prompted the plan (e.g. a legislative, regulatory or administrative provision?)	<input type="text"/>
Plan subject (e.g. transport)	<input type="text"/>
Period covered by plan	<input type="text"/>
Frequency of plan updates	<input type="text"/>
Plan area (eg sq kms)	<input type="text"/>
Summary of nature/ content of plan	<input type="text"/>
Are there any proposed plan objectives?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Copy of objectives attached	<input type="checkbox"/> YES <input type="checkbox"/> NO
Date	<input type="text"/>

GUIDANCE NOTE

- 1 The Responsible Authority should present its determinations regarding whether there are any likely significant environmental effects (both positive and negative).
- 2 Criteria for determining the likely significant effects on the environment are provided for at Schedule 1 of the Regulations. Further guidance is available in the UK wide SEA Guidance at:-

http://www.odpm.gov.uk/stellent/groups/odpm_planning/documents/page/odpm_plan_041102.pdf
- 3 You may find it helpful to present your assessment of significant environmental effects using table 1 which is the format preferred by the Consultation Authorities. An example of how the table may be completed is provided below:-

TABLE 1 – EXAMPLE

Criteria for determining the likely significance of effects on the environment	Likely to have significant environmental effect?	Summary of likely significant environmental effects
(a) the degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources;	YES	The [<i>insert name of plan</i>] sets the framework for future development consents and contains policies and proposals for the location, nature, size etc. of new development on the ground that is likely to have significant environmental effects
(b) the degree to which the plan or programme influences other plans and programmes including those in a hierarchy;	YES	The [<i>insert name of plan</i>] will have a significant influence on other plans such as Subject Plans and Environmental Action Plans. Those influences are

**SEA SCREENING REPORT - SECTION 2
CONSIDERING THE LIKELY SIGNIFICANCE OF EFFECTS ON THE
ENVIRONMENT**

Our determinations regarding the likely significance of effects on the environment of [insert plan title] are set out in table 1.

TABLE 1 – LIKELY SIGNIFICANCE OF EFFECTS ON THE ENVIRONMENT

<p>TITLE OF PLAN/PROGRAMME</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>Criteria for determining the likely significance of effects on the environment (para numbers refer to Schedule 1 of the Regulations)</p>	<p>Likely to have significant environmental effects? YES/NO</p>	<p>Summary of significant environmental effects</p>
<p>1(a) the degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources</p>		
<p>1(b) the degree to which the plan or programme influences other plans and programmes including those in a hierarchy</p>		
<p>1(c) the relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development</p>		

<p>Criteria for determining the likely significance of effects on the environment (para numbers refer to Schedule 1 of the Regulations)</p>	<p>Likely to have significant environmental effects? YES/NO</p>	<p>Summary of significant environmental effects</p>
<p>1 (d) environmental problems relevant to the plan or programme</p>		
<p>1 (e) the relevance of the plan or programme for the implementation of Community legislation on the environment (for example, plans and programmes linked to waste management or water protection)</p>		
<p>2 (a) the probability, duration, frequency and reversibility of the effects</p>		
<p>2 (b) the cumulative nature of the effects</p>		
<p>2 (c) transboundary nature of the effects (i.e. environmental effects on other EU Member States)</p>		
<p>2 (d) the risks to human health or the environment (for example, due to accidents)</p>		

Criteria for determining the likely significance of effects on the environment (para numbers refer to Schedule 1 of the Regulations)	Likely to have significant environmental effects? YES/NO	Summary of significant environmental effects
2 (e) the magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected)		
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.		
2 (g) the effects on areas or landscapes which have a recognised national, Community or international protection status		

TABLE 2 - SUMMARY

<p>SUMMARY</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>
--

**SEA SCREENING REPORT - SECTION 3
SUMMARY RECORD OF COMMENTS FROM
THE CONSULTATION AUTHORITIES**

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

GUIDANCE NOTE

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

TITLE OF PLAN/PROGRAMME

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 - SECTION 4
RECORD OF POST SCREENING ACTION

TABLE 4 – RECORD OF POST SCREENING ACTION

GUIDANCE NOTE	
It is not a requirement to include this section in the screening report. However, the Responsible Authority may find it useful for record purposes	
TITLE OF PLAN/PROGRAMME	
<input style="width: 100%; height: 25px;" type="text"/>	
RESPONSIBLE AUTHORITY	
<input style="width: 100%; height: 25px;" type="text"/>	
1 Responsible Authority and Consultation Authorities in agreement – SEA <u>is</u> required	<input style="width: 100%; height: 25px;" type="text"/>
Date of determination	<input style="width: 100%; height: 25px;" type="text"/>
2 Responsible Authority and Consultation Authorities in agreement – SEA <u>is not</u> required	<input style="width: 100%; height: 25px;" type="text"/>
Date of determination	<input style="width: 100%; height: 25px;" type="text"/>
3 Responsible Authority and Consultation Authorities cannot reach agreement – referred to the Scottish Ministers for their determination	<input style="width: 100%; height: 25px;" type="text"/>
Date referred to the Scottish Ministers	<input style="width: 100%; height: 25px;" type="text"/>
4 Scottish Ministers’ determination	<input style="width: 100%; height: 25px;" type="text"/>
Date of determination	<input style="width: 100%; height: 25px;" type="text"/>
5 Publicity requirements met (Regulation 15)	<input style="width: 50%; height: 25px;" type="text" value="YES"/> <input style="width: 50%; height: 25px;" type="text" value="NO"/>
6 Signature	<input style="width: 100%; height: 25px;" type="text"/>
Date	<input style="width: 100%; height: 25px;" type="text"/>



SEA TEMPLATE 2 - SCOPING
(trial version with integrated guidance notes)

Guidance notes on SEA template 2 – scoping

Purpose of scoping

Regulation 16 imposes a requirement to prepare an environmental report.

Regulation 17 requires a scoping exercise to be done for the environmental report.

The purpose of SEA scoping is for the Responsible Authority to consider, in consultation with SEPA, SNH and Historic Scotland, consultation periods and the scope and level of detail that they propose for the environmental report.

Background

Before deciding on the scope, level of detail and consultation periods for the environmental report (provided for in Regulation 18(2) and 3(a)(iv)), the Responsible Authority must send to the Consultation Authorities sufficient details about the plans/programme to enable them to form a view on these matters (Regulation 17). Note that, in practice, the Responsible Authority is asked to send scoping information to the SEA Gateway :-

SEA_gateway@scotland.gsi.gov.uk

The Responsible Authority may also wish to consult the public at this stage in which case they may need to customise this template to meet that particular need.

Guidance notes on SEA template 2 – scoping (cont)

Length and level of detail

Template 2 provides a framework for the scoping stage of SEA.

The length, content and level of detail provided at the scoping stage will depend on numerous factors including:-

- the nature and complexity of the plan/programme;
- the stage in the planning process at which scoping is carried out;
- the amount of information available at the scoping stage.

Two useful guiding principles as to length and level of detail are that the scoping report:-

- is typically proportionate to the size/level of detail in the plan/programme;
- must provide the Consultation Authorities with sufficient information about the plan or programme to form a view on proposed consultation periods and the scope/level of detail of the environmental report.

The size of the sections and boxes in this template are not a guide to the length or amount of detail required because that will depend on the nature of the plan/programme.

Given the variations in scoping reports, it is anticipated that Responsible Authorities will adapt this scoping template to suit their own needs.

Where to send the scoping template

Responsible Authorities are required to send their scoping information to the Consultation Authorities (Regulation 17). In practice, Responsible Authorities are asked to send their scoping details to the Scottish Executive SEA Gateway, preferably by email (SEA.gateway@scotland.gsi.gov.uk). The Gateway will then forward it to the Consultation Authorities for their views.

The Responsible Authority may wish to send their scoping details to additional bodies for views. For example, plans which may have significant environmental effects in terms of health or population may benefit from the additional advice from appropriate organisations.

Guidance notes on SEA template 2 – scoping (cont)

Timescale for Consultation Authorities to offer views

The Consultation Authorities are required to respond within 5 weeks of receipt of the scoping details (Regulation 17(2)).

What to do on receipt of Consultation Authority views

Responsible Authorities must take account of the Consultation Authorities' views on the scope and level of detail needed in the environmental report (Regulation 17(3) (a)).

Advising the Scottish Ministers of finalised consultation periods

Following receipt of the Consultation Authorities' views, the Responsible Authorities must advise the Scottish Ministers of:-

- the period they intend to specify for their consultation with the Consultation Authorities on their environmental report (Regulations 17(3)(b) and 18(2))
- the period they intend to notify for their consultation with the public on their environmental report (Regulations 17(3)(b) and 18(3)(a)(iv))

In practice, the Responsible Authority is asked to advise the Scottish Ministers via the SEA Gateway.

If the Scottish Ministers consider that the consultation periods do not meet the requirements of being “early and effective”, they are empowered to specify other periods, in which case they will notify the Responsible Authority with 7 days (Regulation 17(4))

Access to further guidance and the Regulations

Guidance notes are provided throughout the template.

References to “Regulations” relate to the Environmental Assessment of Plans and Programmes (Scotland) Regulations 2004. References to UK wide Guidance relate to the Practical Guide to the Strategic Environmental Assessment Directive. Links to these are provided at appendix 2.

Explanation of terms used

Words like “shall” “must” or “should” indicate a statutory requirement. Where words such as “may” or “could” are used, this indicates good practice.

SEA SCOPING TEMPLATE - COVER NOTE - SECTION 1

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

SEA SCOPING TEMPLATE - COVER NOTE - SECTION 2

An SEA scoping report is attached for:-

SEA SCOPING TEMPLATE - COVER NOTE 3

Please tick either box 1 or 2.

1 Information on the scope of the environmental report is required by the Environmental Assessment of Plans and Programmes (Scotland) Regulations 2004.

OR

2 The plan/programme does not require an SEA under the Environmental Assessment of Plans and Programmes (Scotland) Regulations. 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

SEA SCOPING TEMPLATE - COVER NOTE - SECTION 4

Contact name

Job Title

Contact address

Contact tel no

Contact email

SEA SCOPING TEMPLATE - COVER NOTE - SECTION 5

Signature
(electronic
signature
is acceptable)

Date

Contents

Introduction

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SECTION 2	Plan context <ul style="list-style-type: none">2.1 Relationship with other plans and programmes2.2 Environmental baseline – description of data gathering2.3 Environmental problems
SECTION 3	Scope and level of detail proposed for strategic environmental assessment <ul style="list-style-type: none">3.1 Alternatives3.2 Scoping in/out of SEA issues3.3 Framework for assessing environmental effects
SECTION 4	Next steps <ul style="list-style-type: none">4.1 Proposed consultation timescales4.2 Anticipated milestones

INTRODUCTION

The purpose of this Strategic Environmental Assessment scoping report is to set out sufficient information on the [*insert plan name*] to enable the Consultation Authorities to form a view on the consultation periods and scope/level of detail that will be appropriate for our environmental report.

This report has been prepared in accordance with Regulation 17 of the Environmental Assessment of Plans and Programmes (Scotland) Regulations 2004.

SECTION 1 – KEY FACTS

The key facts relating to this plan/programme are set out below:-

- **Name of Responsible Authority**
- **Title of plan/programme**
- **What prompted the plan (e.g. a legislative, regulatory or administrative provision)**
- **Plan subject (e.g. transport)**
- **Period covered by plan**
- **Frequency of updates**
- **Plan area**
- **Plan purpose and/or objectives**
- **Contact point**

SECTION 2 – PLAN CONTEXT

2.1 Relationship with other plans, programmes and environmental objectives

GUIDANCE NOTE

1 At the scoping stage the Responsible Authority must provide sufficient information to allow the Consultation Authorities to form a view on relationships with other relevant plans, programmes and environmental protection objectives (Regulations Schedule 2) and how they inform the level and scope of the environmental report. The discussion of environmental protection objectives must consider objectives established at International, Community or Member State level that are relevant to this plan/programme. This could include details regarding where an authority has international-level environmental designations (e.g. SAC, SPA, Ramsar).

2 A list such as table 1 below would usually suffice at this stage. However, it is helpful if further information can be provided as in table 2 below. Alternately you may find table 3 from the environmental report template useful for this section of the scoping template.

3 The UK-wide Guidance provides some useful information on relationships with other plans, programmes and environmental protection objectives:- (http://www.odpm.gov.uk/stellent/groups/odpm_planning/documents/page/odpm_plan_041102.pdf).

Table 1 lists the plans, programmes and environmental objectives that are proposed to be analysed for their relationship with *[name of plan]*.

Table 1. Plans, programmes and environmental objectives to be analysed in the environmental report for their relationship with *[name of plan]*

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

Table 2 shows the analysis framework that will be used in the environmental report.

Table 2. Framework of analysis proposed for the plans, programmes and environmental objectives listed in Table 1

Name of plan/programme/objective	Title of legislation and main requirements of plan/programme/objective	How it affects, or is affected by <i>[name of plan]</i> in terms of SEA issues at Schedule 2, para 6 (a) of the Regulations

2.2 Environmental baseline - description of data gathering activities

GUIDANCE NOTE

1 At the scoping stage, the Responsible Authority should send the Consultation Authorities sufficient information to form a view on the scope and level of detail of the data the Responsible Authority intends gathering and analysing.

2. As a description of the following will be required for the environmental report stage it is useful to address these at this section of the scoping template (NB these relate to the environmental issues listed at Schedule 2 of the Regulations):-

- relevant aspects of the current state of the environment;
- the likely evolution of the environmental baseline without implementation of the plan;
- environmental characteristics of those areas that are likely to be significantly affected (e.g. likely sites for mineral workings, new housing, transport infrastructure).

3 It may also be useful to consider targets, trends and status of resource at this point as these will feature later in the environmental report and monitoring stages of SEA.

4 A simple, but comprehensive list of the data sources and data that the Responsible Authority intends to gather/analyse in relation to the environmental issues listed at Schedule 2 of the Regulations would suffice. For instance in relation to the Historic Environment, the Scottish Ministers (Historic Scotland) will expect to see a stated intention to collect and analyse data on: – scheduled monuments; listed buildings; historic gardens and designed landscapes; conservation areas; protected wrecks and underwater archaeology; historic landscapes/townscapes and archeological sites.

5 In the absence of data in any area it is considered good practice to use professional judgement or limited analysis to inform the considerations as far as is possible. It is also considered good practice to identify data gaps and inadequacies/risks because it ensures that the report is transparent and that it draws attention to a gap that may need addressing in the future.

6 It can be useful to present data in graphic form including maps.

7 If the Responsible Authority wishes to include some analysis of how the plan/programme may affect the baseline they might find the relevant table from the environmental report template useful.

2.3 Environmental problems

GUIDANCE NOTE

1 At the scoping stage, the Responsible Authority is required to provide sufficient information to allow the Consultation Authorities to form a view on the scope and level of detail to be included in the environmental report.

2 How existing environmental problems will affect the plan or programme is a key part of the environmental report, since it helps to explain why the plan is being developed as it is, why certain alternatives are proposed, and what issues will be treated as being particularly significant in the effect prediction stage.

3 The Responsible Authority may find it useful to prepare this section of the scoping template in discussion with other stakeholders. A tabular format, which may be used, is offered below at table 3.

4 The UK-wide guidance gives advice on how environmental problems can be identified:-
http://www.odpm.gov.uk/stellent/groups/odpm_planning/documents/page/odpm_plan_041102.pdf

Environmental problems that affect the plan were identified through discussions with [*name organisations with whom discussions were had*] and an analysis of the data from Section 2.2. Relevant environmental problems are summarised at **Table 3**.

Table 3. Environmental problems relevant to [*name of plan*]

Problem	Supporting data (where available at this stage)	Implications for plan
NOTE <i>e.g. 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>
NOTE <i>e.g. Hotspots of air pollution</i>	<i>Mainly well within targets but with some hotspots (Planners' knowledge). Map Y shows key air pollution hotspots.</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>

SECTION 3 – SCOPE AND LEVEL OF DETAIL PROPOSED FOR THE ENVIRONMENTAL ASSESSMENT

3.1 Alternatives

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

GUIDANCE NOTE

1 Regulation 16(2)(b) provides that the environmental report shall identify, describe and evaluate the likely significant effects on the environment of the plan/programme and reasonable alternatives. Therefore, it is useful to set out, at the scoping stage, the proposed alternatives to the plan/programme or to sections within it. This will also help to set the context for sections 3.2 and 3.3 of this scoping template (i.e. scoping of SEA issues and framework for assessment of environmental effects of alternatives).

2 The Responsible Authority may also wish to explain why certain alternatives were discarded at this stage as “not reasonable”. These may include, for instance, alternatives that are technically impossible, or that are illegal. A simple table or list would suffice.

3 The UK-wide guidance gives information on what alternatives could be considered:-

http://www.odpm.gov.uk/stellent/groups/odpm_planning/documents/page/odpm_plan_041102.pdf

4 The European Commission (2003) Implementation of Directive 2001/42 on the assessment of the effects of certain plans and programmes on the environment also provides guidance:-

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

3.2 Scoping in/out of SEA issues

GUIDANCE NOTE

- 1 It may be possible at this stage to scope out certain SEA issues if it can be demonstrated that there are unlikely to be any related significant environmental effects. It should be noted, however, that it may not be possible to include this section in the scoping report as it may be too early in the plan making process to meaningfully scope SEA issues in or out.
- 2 If the Responsible Authority proposes to scope certain SEA issues out, they must provide sufficient information for the Consultation Authorities to form a view on this matter.
- 3 The criteria at Schedule 1 of the Regulations must be applied when determining significance and the issues in Schedule 2 must be addressed.
- 4 Posing questions can be a useful aid to considering the likely significance of environmental effects. For example:- will the plan/programme protect/enhance/minimise /improve/ reduce/ harm/ maintain various aspects of the SEA topics such as - endangered species (flora/fauna/biodiversity); emissions of pollutants harmful to human health.
- 5 The Responsible Authority may find table 4 a useful way of presenting this section of their scoping report if they decide to include it.

In accordance with the Environmental Assessment of Plans and Programmes (Scotland) Regulations Schedules 1 & 2, [*name of RA*] has considered whether the environmental effects (positive and negative) of [*plan 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			
landscape			

3.3 Framework for assessing/mitigating environmental effects

GUIDANCE NOTE

1 The Responsible Authority is required to provide sufficient information on their proposed assessment methods to allow the Consultation Authorities to form a view on this matter.

2 The method of 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 (Regulations Schedule 1). The UK-wide guidance gives further information on what these words mean.

http://www.odpm.gov.uk/stellent/groups/odpm_planning/documents/page/odpm_plan_041102.pdf

3 There are a variety of assessment methods and, typically, the Responsible Authority will select the one which best suits the nature of their plan/programme. For instance, SEA objectives may be developed for the plan/programme and then used as a means by which the environmental performance of the plan or programme can be assessed. Alternatively the assessment might be performed by assessing the plan/programme proposals (and alternatives) against the issues in Schedule 2 of the Regulations. Some examples of tables that might assist with the presentation of the latter assessment method are given in appendix A to this template.

4 The UK wide Guidance provides information on assessment methods:-

http://www.odpm.gov.uk/stellent/groups/odpm_planning/documents/page/odpm_plan_041102.pdf

SECTION 4 - NEXT STEPS

4. 1 Proposed consultation timescales and methods

GUIDANCE NOTE

1 At the scoping stage the Responsible Authority must provide sufficient information to allow the Consultation Authorities to form a view on the consultation periods proposed for the Consultation Authorities and the public (Regulations 17(1)(b), 18(2) and 18(3)(a)(iv)).

2 Regulation 18(4) provides that consultation periods must be of such length as will ensure that those to whom the invitation is extended are given an early and effective opportunity to express their opinion.

3 Note that, if your plan/programme is likely to have environmental effects on another EU Member State then the Responsible Authority should refer to Regulation 14 of the Environmental Assessment of Plans and Programmes Regulations 2004 (**NB** this reference relates to the UK Regulations rather than the Scottish Regulations).

4 The Responsible Authority may also find it useful to set out its proposed consultation methods and activities.

4. 2 Anticipated milestones

GUIDANCE NOTE

While it is not a statutory requirement, it may be useful to include here a simple list of milestone activities and dates. For example:-

Proposed publication date for the environmental report;

Proposed consultation periods;

Plan/programme milestones (e.g. anticipated adoption date);

Outline of proposed monitoring methods and timescales following adoption (Reg21).

Summary record of scoping outcomes

GUIDANCE NOTE

1 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.

2 A summary record of the scoping outcomes may include: comments from the Consultation Authorities and others and any action that arose along with specific changes that were made – e.g. to the consultation period.

SEA Template 2 – Scoping - Appendix A. Four options for assessment framework

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, plus an explanation of the measures envisaged to prevent/reduce and as fully as possible offset any significant adverse effects.

2 If the Responsible Authority selects the assessment method whereby the plan policies/proposals and alternatives are assessed against the SEA issues at Schedule 2 of the Regulations – they may find one of the following tables to be a useful presentation method.

3 Other methods and presentation frameworks are equally acceptable provided they are compliant with the requirements of the Regulations.

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 plan, and is thus good for non-technical summaries. However it does not comprehensively cover short, medium, long term; permanent, temporary; secondary, cumulative, synergistic effects and to cover these additional notes are required in the comments box.

SEA TOPIC /ISSUE												
Alternative (or plan policy, or sub-section of plan)	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 plan
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 plan 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 at section 3)	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. Also, transboundary, effects on protected areas and those which have a recognised national, Community or international protection status</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 (Regulations Schedule 1). Because 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, mitigation proposals etc.
	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									

KEY: The cells could include symbols (as in options 1 and 4)_or text (as in option 2)

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 PLAN (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
Policy alternative XXXX objective XXXXX	☺LT	-	-	☺LT	-	-	-	-	-	-	?	☺LT

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 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
 # = scoped out Duration of effect = LT (long term), MT (medium term), ST (short term), perm (permanent), temp (temporary)



SEA TEMPLATE 3

ENVIRONMENTAL REPORT

(trial version with integrated guidance notes)

Guidance notes on SEA template 3 - environmental report

Purpose of the environmental report

The purpose of the environmental report is to identify, describe and evaluate the likely significant effects on the environment of implementing the plan/programme and reasonable alternatives (Regulation 16(2)).

The environmental report is also the key consultation document in the SEA process because it provides an explanation of the environmental effects along with an opportunity to comment.

Length and level of detail

Template 3 provides a framework for the environmental report (Regulations 16 & 18 and schedule 2). You may find that much of the work done at the scoping stage (template 2) can be transferred to template 3.

The guiding principle as to length and level of detail is that it should be proportionate to the plan/programme. Typically, an environmental report is 10-40 pages long plus appendices.

The size of the sections and boxes in the template are not a guide to the amount of detail required as that will depend on the nature and complexity of the plan/programme

The environmental report can be a separate stand-alone document, or it may form part of another document - e.g. it may be an appendix to the plan consultation document. If the environmental report is presented as part of another document, it must be quite clear and distinct to ensure that the Consultation Authorities and the public are able to access it readily.

It is considered good practice to include maps in environmental reports to assist understanding of the size and nature of the area covered.

Sending the environmental report to the Consultation Authorities

Within 14 days of its preparation the Responsible Authority must send a copy of the environmental report and the relevant plan/programme to the Consultation Authorities (In practice the Responsible Authority is asked to send the report via the Scottish Executive SEA Gateway).

Guidance notes on SEA template 3 - environmental report (cont)

Consultation with other EU Member States

Environmental effects on other EU Member States are referred to as “transboundary” effects.

If significant environmental effects on another EU Member State were identified then it will be necessary to consult that State. Regulation 14 of the Environmental Assessment of Plans and Programmes Regulations 2004 refer. (NB – this reference is to the “The UK Regulations” not the Scottish Regulations)

Publicising the environmental report

Within 14 days of the preparation of the environmental report, the Responsible Authority must also publish a notice stating:-

- the title of the plan/programme;
- the address (which may include a website) at which the plan/programme and environmental report may be inspected or from which a copy may be obtained;
- an invitation to express opinions; the address to which opinions must be sent and the period within which they must be sent.

The publication of the notice must be by such means so as to ensure that it comes to the attention of the public likely to be affected or having an interest in the plan/programme.

The notification must include publication in at least one newspaper circulating in the Responsible Authority’s area.

Access to further guidance and the Regulations

Guidance notes are provided throughout the template.

References to “Regulations” relate to the Environmental Assessment of Plans and Programmes (Scotland) Regulations 2004. References to UK wide Guidance relate to the Practical Guide to the Strategic Environmental Assessment Directive. Links to these are provided at appendix 2.

Explanation of terms used

Words like “shall” “must” or “should” indicate a statutory requirement. Where words such as “may” or “could” are used, this indicates good practice.

SEA ENVIRONMENTAL REPORT – COVER NOTE - SECTION 1

To:

SEA.gateway@scotland.gsi.gov.uk

or

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

SEA ENVIRONMENTAL REPORT – COVER NOTE - SECTION 2

An environmental report is attached for [name of plan]:-

The Responsible Authority is:-

SEA ENVIRONMENTAL REPORT -COVER NOTE - SECTION 3

Contact name

Job Title

Contact address

Contact tel no

Contact email

SEA ENVIRONMENTAL REPORT - COVER NOTE - SECTION 4

Signature

(electronic
signature
is acceptable)

Date

Contents

SECTION 1	Non-technical summary (including timescale and address for comments)
SECTION 2	Introduction 2.1 Purpose of this environmental report and key facts about the plan/programme 2.2 SEA activities to date
SECTION 3	[Name of plan] and its context 3.1 Outline and objectives of [name of plan] 3.2 Relationship with other plans, programmes and environmental objectives 3.3 Environmental baseline 3.4 Environmental problems 3.5 Likely future of the area without the plan 3.6 SEA Objectives
SECTION 4	Assessment of environmental effects and proposed mitigation measures 4.1 Alternatives considered 4.2 Assessment methods 4.3 Assessment of alternatives 4.4 Proposed mitigation measures
SECTION 5	Monitoring
SECTION 6	Next steps
Appendix A.	Links to other plans, programmes and environmental objectives
Appendix B.	Full assessment results

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

SECTION 1 – NON-TECHNICAL SUMMARY

GUIDANCE NOTE

1 A non-technical summary is required by Schedule 2 of the Regulations. The summary should cover the whole environmental report and, in particular, it must cover paragraphs 1-9 of Schedule 2 of the Regulations. Typically it may be between 1-3 pages long.

2 It is good practice to set out the consultation period and the address for comments at the start of the technical summary.

SECTION 2 – INTRODUCTION

2.1 Purpose of this environmental report and key facts

As part of the preparation of [name of plan] [Responsible authority] is carrying out a strategic environmental assessment of the plan. Strategic environmental assessment (SEA) is a systematic method for considering the likely environmental effects of certain plans and programmes. SEA aims to:-

- integrate environmental decision making into plan/programme preparation and decision making;
- improve plans and programmes and enhance environmental protection; and
- increase public participation in environmental decision making.

SEA is required under the Environmental Assessment of Plans and Programmes (Scotland) Regulations 2004 (<http://www.scotland-legislation.hmsso.gov.uk/legislation/scotland /ssi2004 /20040258.htm>). The key SEA stages provided for in the Regulations are:-

Screening	determining whether the plan/programme 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 plan or programme and its environmental effects, and consulting on that report
Adoption	providing information on:- the adopted plan/programme; how consultation comments have been taken into account and; methods for monitoring the significant environmental effects of the implementation of the plan/programme
Monitoring	monitoring significant environmental effects and taking appropriate remedial action for any unforeseen significant environmental effects.

The purpose of this environmental report is to:-

- provide information on [name of plan] and its SEA process;
- identify, describe and evaluate the likely significant effects of the plan or programme and 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.

SECTION 2 – INTRODUCTION (cont)

The key facts relating to [plan/programme] are set out in table 1 below.

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

- **Name of Responsible Authority**
- **Title of plan/programme**
- **What prompted the plan (e.g. a**
 - **Legislative, regulatory**
 - **or administrative provision)**
- **Plan subject (e.g. transport)**
- **Period covered by plan**
- **Frequency of updates**
- **Plan area**
- **Plan purpose and/or objectives**
- **Contact point**

2.2 SEA activities to date

GUIDANCE NOTE

1 It is good practice to include a section on SEA activities to date as it helps to ensure transparency and sets the environmental report in context. It can also help to demonstrate compliance with a number of requirements including the requirement to take into account Consultation Authority views at the scoping stage.

2 A brief paragraph and bullet points would suffice, or a table like table 2. This may be presented as an annex supported by a brief paragraph in the main body of the report.

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

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 plan 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 plan		
relationship with other plans, programmes and environmental objectives		
environmental baseline established		
environmental problems identified		
likely future of the area without the plan assessed		
alternatives considered		
environmental assessment methods established		
selection of plan alternatives to be included in the environmental assessment		
identification of environmental problems that may persist after implementation and mitigation methods		
monitoring methods proposed		
consultation timescales <ul style="list-style-type: none"> • Timescale for Consultation Authorities • Timescale for public 		
notification/publicity action		

SECTION 3 - [NAME OF PLAN] AND ITS CONTEXT

3.1 Outline and objectives of [name of plan]

Schedule 2 of the Regulations 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 and timescale of the plan [or programme].

GUIDANCE NOTE

1 This section would typically be 1-3 pages long.

2 This section expands on the information in Table 1 and be supported by geographical information/maps along with a web link to the plan/programme.

3.2 Relationship with other plans, programmes, and environmental objectives

Schedule 2 of the Regulations requires that the environmental report includes an outline of the plan’s relationships with other relevant plans and programmes, and how environmental protection objectives have been taken into account in the plan’s preparation. This section aims to describe the policy context within which the plan operates, and the constraints and targets that this context imposes on the plan.

GUIDANCE NOTE

The list of other plans, programmes and environmental objectives to be analysed will have been agreed as part of the scoping process. Much of this information may be available from the scoping report. The discussion of environmental objectives could come at Section 3.3 (environmental baseline) instead of here. Typically, this section may be 2-4 pages long, supported by more detailed analysis in an appendix.

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

Table 3. Relevant plans, programmes and environmental objectives, and their relationship with [name of plan]

Name of plan/programme /objective	Title of legislation and main requirements of plan/programme/objective	How it affects, or is affected by [name of plan] in terms of SEA issues at Schedule 2, para 6 (a) of the Regulations *
<i>EXAMPLE</i> <i>UK Climate Change Programme, 2000</i>		<i>Air, climatic factors</i> <i>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</i> <i>Aims to protect people’s health and the environment without imposing unacceptable economic or social costs</i>

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

Key points arising from this analysis are

GUIDANCE NOTE

List key messages from the plans, programmes and environmental objectives, for instance the need to provide adequate open space, improve accessibility to services, or reduce the need to travel.

3.3 Environmental baseline

Schedule 2 of the Regulations 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 plan or programme”, and “the environmental characteristics of areas likely to be significantly affected”. This section aims to describe the environmental context within which the plan operates, and the constraints and targets that this context imposes on the plan.

GUIDANCE NOTE

- 1 The purpose of this section is to provide enough environmental data to:
 - support the identification of environmental problems (Section 3.4 of this template);
 - support the process of assessing the plan’s environmental effects (Section 4); and
 - provide a baseline against which future monitoring data can be compared (Section 5 of this template).
2. Both quantitative and qualitative data is acceptable. The relevance of each will depend on the issue – e.g. qualitative data is likely to be more appropriate in terms of landscape issues.
- 3 It is good practice to explain in this section the extent to which it has been possible to provide the necessary baseline data, and to document and explain any data gaps or inadequacies.
- 4 The Responsible Authority may find it useful to prepare this section in discussion with the Consultation Authorities. Typically, it may be 2-6 pages long and it may be useful to present the more detailed analysis in an appendix.

The table below summarises the data collected and the source.

GUIDANCE NOTE

List/summarise data collected and the data sources.

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

GUIDANCE NOTE

- 1 A good place to start may be to describe the plan area in terms of the issues/topics listed at Schedule 2 of the Regulations:- population; human health; biodiversity; flora; fauna; soil; water; air; climatic factors; material assets; cultural heritage; landscape; and interrelations between them. If any of these are not covered, it is good practice to explain why. Also, include a description of designated areas such as SSSIs or area pursuant to Council Directive 92/43/EC (Habitats) and Council Directive 79/409/EEC (Birds) http://europa.eu.int/eur-lex/en/consleg/pdf/1992/en_1992L0043_do_001.pdf
- 2 The UK-wide guidance (http://www.odpm.gov.uk/stellent/groups/odpm_planning/documents/page/odpm_plan_041102.pdf) gives advice on possible data sources and formatting.

GUIDANCE NOTE

1 Data can be presented as:-

- text, e.g. “*Biodiversity: [plan name] has a high quality environment with 8 Sites of Special Scientific Interest, which are nationally important for nature conservation and geology; one Special Protection Area, designated for the conservation of a bird habitat; and 1 RAMSAR site which is an internationally important bird habitat...*”
- maps/GIS, e.g. for designated sites, areas at risk of flooding
- graphs, e.g. for trends in traffic levels, air quality
- tables (see example below)
- ... or combinations of these approaches.

2 The use of maps and diagrams is encouraged to help ensure clarity.

3 It may also be worthwhile looking at how the baseline data has been described in other authorities’ scoping reports and environmental reports.

4 Different approaches for presenting the data may be appropriate for this appendix and for the summary in the main text.

Example of table for presenting of baseline data:- This example shows that inclusion of trends, targets and comparators (in this case, the region) are useful in helping to determine whether a problem exists or not, for Section 3.4. Citing the data source helps to show that the data are robust, and makes updating the SEA easier.

Indicators	Data		Trends	Target	Status	Source
	local	Regional				
Climatic Factors & Air						
Number of Air Quality Management Areas (AQMA) (Nov 04)	5 in district	13 in region	No data - designation of AQMA started in 2004	Limit values as set out in Air Quality Daughter Directive	Not a problem	Website ...
No of days air quality objectives were exceeded	15 (2001) 35 (2003)	44 (2001) 112 (2003)	Increasing	To reduce	Problem	Local Monitoring Report ...

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

GUIDANCE NOTE

1 It is suggested that it would be useful to include a brief analysis regarding the reliability and completeness of data the collected - this may be in tabular, bullet point or text format.

2 It is considered good practice to include a description of any gaps or risks associated with the data and how these gaps and risks were addressed in order to improve the baseline used.

3.4 Environmental problems

Schedule 2 of the Regulations 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 plan], and whether the plan is likely to aggravate, reduce or otherwise affect existing environmental problems.

GUIDANCE NOTE

1 The Responsible Authority must include any existing environmental problems which are relevant to the plan/programme, in particular, those relating to any areas of particular environmental importance such as areas pursuant to Council Directive 79/409/EEC (wild birds) and 92/43/EEC (habitats). http://europa.eu.int/eur-lex/en/consleg/pdf/1992/en_1992L0043_do_001.pdf

2 It may be appropriate to distinguish between causes/drivers of problems (e.g. changing lifestyles, regional inequalities) and symptoms/manifestations of problems (e.g. increasing reliance on the car, increasing resource consumption).

3 The Responsible Authority may find it useful to prepare this section in discussion with other stakeholders and possibly the public. It may be about 1-3 pages long.

4 The UK-wide guidance gives advice on identifying problems: http://www.odpm.gov.uk/stellent/groups/odpm_planning/documents/page/odpm_plan_041102.pdf

Environmental problems were identified through discussions with [name organisations with whom discussions were had] and an analysis of the baseline data detailed at Section 3.3. Relevant environmental problems are summarised at **Table 4**.

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

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>Mainly well within targets but with some hotspots (Planners' knowledge). Map Y shows key air pollution hotspots.</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>

GUIDANCE NOTE

The example at table 4 above shows that:-

- some problems can be identified from the baseline (Section 3.3), e.g. where the current status is already problematic, trends are negative, targets are not being achieved;
- supporting data can come from sources other than published sources;
- maps can be helpful, e.g. accident hot spots, flood risk.

3.5 Likely evolution of the environment without [name of plan]

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

GUIDANCE NOTE

- 1** Schedule 2 of the Regulations requires inclusion of the likely evolution of the state of the environment without implementation of the plan/programme.
- 2** One way to approach this is to list the likely changes against the issues you used in Section 3.3. This can be informed by data on past trends and on likely future developments in the absence of the plan (e.g. increasing traffic levels or water abstraction).
- 3** Typically, this section may be 1-2 pages long.

3.6 SEA Objectives

GUIDANCE NOTE

- 1** The Responsible Authority may wish to include any SEA objectives at this point.
- 2** SEA objectives may be defined as measures by which the environmental performance of the plan/programme may be measured. For further guidance please refer to the UK wide Guidance at:-

http://www.odpm.gov.uk/stellent/groups/odpm_planning/documents/page/odpm_plan_041102.pdf

SECTION 4 – ASSESSMENT OF ENVIRONMENTAL EFFECTS AND PROPOSED MITIGATION METHODS

GUIDANCE NOTE

- 1** The purpose of this section is to predict and evaluate as far as possible the environmental effects of this plan and reasonable alternatives.

- 2** The baseline information from the previous sections is applied to consider whether the plan and alternatives are likely to have significant environmental effects (positive and negative).

- 3** This section will also set out the measures envisaged to prevent, reduce and as fully as possible offset any significant adverse effects on the environment (often referred to as mitigation or mitigating adverse effects) (Regulations Schedule 2 para 7)

4.1 Alternatives to which SEA was applied

GUIDANCE NOTE

- 1** Regulation 16(2)(b) requires the likely significant environmental effects of the plan/ programme and reasonable alternatives to be identified, described and evaluated.

- 2** Schedule 2 of the Regulations requires “an outline of the reasons for selecting the alternatives dealt with”.

The following methods were used to determine the alternatives considered as part of this strategic environmental assessment:

GUIDANCE NOTE

It is suggested that you include an explanation of how and why these alternatives were considered “reasonable” and why and how they were selected.

4.2 Assessment methods

The reasonable alternatives described at section 4.1 have been assessed against a range of environmental issues set out in the Environmental Assessment of Plans and Programmes (Scotland) Regulations (Schedule 2). 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.

GUIDANCE NOTE

1 It may be useful to give further explanation of the environmental assessment methods, any problems encountered in carrying out the assessment; and how those problems were addressed.

2 Typically, this section would be 1-2 pages long.

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

GUIDANCE NOTE

Insert the assessment framework established during scoping process, amended and augmented as appropriate. Please refer to SEA Template 2 (scoping).

4.3(a) Assessment of alternatives - summary

The alternatives listed in Section 4.1 were assessed using the framework shown in Section 4.2. 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

GUIDANCE NOTE

1 Insert summary of the environmental assessment of alternatives using the framework and methods agreed at the scoping stage. Include a full analysis in an appendix.

2 Please refer to the scoping template for examples of how to present the assessment framework.

4.3(b) Assessment of alternatives - cumulative and synergistic effects

GUIDANCE NOTE

Background

1 Regulation 16(3) requires that the environmental report shall include such of the information in Schedule 2 as may reasonably be required, taking account of:-

- current knowledge and methods of assessment;
- the contents and level of detail in the plan or programme;
- the stage of the plan or programme 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 Schedule 2 para 6 of the Regulations 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 and synergistic effects

3 Because assessing and presenting cumulative and synergistic 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.

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 The guidance links at appendix 2 will be helpful in preparing this section. In addition, the Scottish Executive is exploring the possibility of including further guidance and references on the subject of cumulative and synergistic environmental effects in our forthcoming SEA Guidance.

4.3(c) Assessment of alternatives, compatibility with other plans and programmes

GUIDANCE NOTE

Where *different parts of a plan seem to pull in opposite directions*, it may be appropriate to also carry out a compatibility assessment of the plan, as shown in the example below:

- 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.
B. Demand management	?			
C. Keep Y moving	?	x		
D. Sustainable regeneration	√	√	x	
E. Connections	?	x	√	X

√	Mutually compatible themes
x	Mutually incompatible themes
?	No clear link

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.

4.4 Proposed mitigation measures

Schedule 2 of the Regulations requires an explanation of “the measures envisaged to prevent, reduce and as fully as possible offset any significant adverse effects on the environment of implementing the plan or programme.” **Table 7** sets out any environmental problems that are likely to remain on implementation of the plan [or programme] and summarises proposed mitigation methods.

GUIDANCE NOTE

Mitigation measures – ways to prevent, reduce or offset negative impacts – must be considered for *all* significant adverse effects. The UK-wide guidance describes the links between impact assessment and mitigation:

(http://www.odpm.gov.uk/stellent/groups/odpm_planning/documents/page/odpm_plan_041102.pdf)

Table 7. Proposed mitigation measures

SEA issue	Existing problem?	Plan impact	Proposed mitigation
<i>e.g. biodiversity</i>	<i>Yes: decline of habitats and species, fragmentation</i>	<i>Largely positive impact by strategies</i>	<i>New developments must avoid SSSIs & other sensitive sites. Design/ implementation of the schemes themselves should mitigate or improve biodiversity (e.g. better connection of green corridors) as well as wildlife protection measures</i>

SECTION 5 – MONITORING

GUIDANCE NOTE

1 Regulation 21 of the Environmental Assessment of Plans and Programmes (Scotland) Regulations requires the Responsible Authority to monitor significant environmental effects of the implementation of the plan/programme in order to identify unforeseen adverse effects and to take appropriate remedial action.

2 Monitoring measures need to be linked to any targets, objectives or indicators used in the SEA. Monitoring may involve updating the baseline data of Section 3.3, using the same indicators. It may also be useful to monitor:-

- SEA objectives;
- Effectiveness of mitigation measures proposed.

3 Good practice associated with SEA monitoring includes ensuring it:-

- fits a pre-defined purpose, helps to solve problems, and addresses key issues
- is practical and is customised to the plan/programme;
- is transparent and readily accessible to the public;
- is seen as a learning process and a cyclical process relating closely to the collation of the environmental baseline.

(source:TRL - Practical SEA for Local Transport Plans Advanced Course)

4 Guidance on monitoring is available in the UK wide Guidance at

http://www.odpm.gov.uk/stellent/groups/odpm_planning/documents/page/odpm_plan_041102.pdf

Regulation 21 of the Environmental Assessment of Plans and Programmes (Scotland) Regulations requires the Responsible Authority to monitor significant environmental effects of the implementation of the plan/programme to enable them to identify unforeseen adverse effects and to take appropriate remedial action.

The following activities were undertaken to establish the monitoring approach

The proposed SEA monitoring activities are set out in **Table 8**.

Table 8. 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

SECTION 6 – NEXT STEPS

GUIDANCE NOTE

It is suggested that it would be helpful to inform the public of key dates such as the closing date for comments, period during which comments will be scrutinised; any further planning/sea activities, adoption and post adoption SEA activities such as notification and monitoring.

Table 9 lists future milestones in the development of the plan and its SEA, and the dates when these are expected to be completed.

Table 9. Anticipated plan-making and SEA milestones

Expected date	Milestone

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

GUIDANCE NOTE		
Option 1. This is a simple approach and that used most widely to date		
Policy, plan, environmental objective	Objectives or requirements of the policy/plan/environmental objectives	How objectives and requirements might be taken on board in Plan X

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

Appendix B. Full assessment results

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



SEA TEMPLATE 4

POST-ADOPTION SEA STATEMENT

(trial version with integrated guidance notes)

Guidance notes on SEA template 4 - Post-Adoption SEA Statement

Background

As soon as is reasonably practicable after adoption of the plan or programme Responsible Authorities are required to provide certain information, in specified ways to the Consultation Authorities and to the public (Regulation 20).

The information to be provided by the Responsible Authority at this stage includes a statement containing the particulars referred to in Regulation 20(3) – in these notes, this statement is referred to as “the Post-Adoption SEA Statement”.

Purpose of the Post-Adoption SEA Statement

The Post-Adoption SEA statement is a key component of the information provided to the public and Consultation Authorities following adoption of the plan/programme.

The Post-Adoption SEA Statement provides a variety of information including how consultation comments were taken into account and the measures that are to be taken to monitor the significant environmental effects of the plan/programme.

Length and level of detail

Template 4 provides a framework for the Post-Adoption SEA Statement (Regulation 20).

The length of the Post-Adoption SEA Statement will depend very much on the nature of the plan/programme, the complexity of the environmental report and the number of consultation responses received.

The size of the sections and boxes in this template are not a guide to the amount of detail required as that will depend very much on the nature of the plan or programme.

Guidance notes on SEA template 4 - Post-Adoption SEA Statement (cont)

Making documents available - at the RA's principal office

The Responsible Authority must make the plan/programme, as adopted, and the environmental report available at all reasonable times (free of charge) at its principal office (Regulation 20(1)(a)).

It is considered good practice to also make the Post-Adoption SEA Statement available at the Responsible Authority's principal office (this will help to secure compliance with Regulation 20(c) (iii)).

Making documents and information available - on the RA's website

The Responsible Authority must publish on its website the plan/programme, as adopted and the information referred to in Regulation 20(1)(c)), i.e:-

1. title of plan/programme and the date on which it was adopted;
2. address/times where the public may access a copy of the plan/programme as adopted, the environmental report and a statement (referred to in these notes as the "Post-Adoption SEA Statement") containing the particulars specified in Regulation 20(3);
3. that the documents may be accessed free of charge.

It is considered good practice for the Responsible Authority to also publish the environmental report and Post-Adoption SEA Statement on their website.

Bringing information to the attention of the public

The Responsible Authority must take such steps as it considers to be appropriate to bring the information at points 1-3 above to the attention of the public (steps must include publication in at least one newspaper circulating in the area to which the plan or programme relates) (Regulation 20(1)(c)).

Guidance notes on SEA template 4 – Post-Adoption SEA Statement (cont)

Sending documents and information to the Consultation Authorities

The Responsible Authority must inform the Consultation Authorities of the adoption of the plan/programme and send them a copy along with the Post-Adoption SEA Statement (Regulation 20(2)). (In practice, the Responsible Authority is asked to send documents via the SEA Gateway).

Access to further guidance and the Regulations

Guidance notes are provided throughout the template.

References to “Regulations” relate to the Environmental Assessment of Plans and Programmes (Scotland) Regulations 2004. References to UK wide Guidance relate to the Practical Guide to the Strategic Environmental Assessment Directive. Links to these are provided at appendix 2.

Explanation of terms used

Words like “shall” “must” or “should” indicate a statutory requirement. Where words such as “may” or “could” are used, this indicates good practice.

POST-ADOPTION SEA STATEMENT – COVER NOTE

COVER NOTE - SECTION 1

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

COVER NOTE - SECTION 2

A Post-Adoption SEA Statement is attached for the plan/programme entitled:-

The Responsible Authority is:-

COVER NOTE - SECTION 3

Contact name

Job Title

Contact address

Contact tel no

Contact email

Signature & date
(electronic
signature
is acceptable)

POST-ADOPTION SEA STATEMENT – SECTION 1

Post-Adoption SEA Statement for:-

Adopted on:-

Responsible Authority:-

POST-ADOPTION SEA STATEMENT – SECTION 2 INTRODUCTION

This document (referred to here as the Post-Adoption SEA Statement) has been prepared in accordance with the provisions of Regulation 20(2) (3) of the Environmental Assessment of Plans and Programmes (Scotland) Regulations 2004.

POST-ADOPTION SEA STATEMENT – SECTION 3 AVAILABILITY OF DOCUMENTS

WEBSITE

The full plan/programme as adopted, along with the environmental report and Post-Adoption SEA Statement are available on the Responsible Authority's website at:-

OFFICE ADDRESS

The plan/programme, 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 tel

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

**POST-ADOPTION SEA STATEMENT – SECTION 4
KEY FACTS**

Name of Responsible Authority	<input type="text"/>
Title of Plan/Programme	<input type="text"/>
Plan purpose	<input type="text"/>
What prompted the plan (e.g. - a legislative, regulatory or administrative provision?)	<input type="text"/>
Plan topic (e.g. transport) Period covered by Plan	<input type="text"/>
Frequency of Plan updates	<input type="text"/>
Plan area (NOTE: it is good practice to attach a map)	<input type="text"/>
Summary of nature/ content of plan	<input type="text"/>
Date adopted	<input type="text"/>
Contact name & job title	<input type="text"/>
Address, email, tel	<input type="text"/>
Date	<input type="text"/>

**POST-ADOPTION SEA STATEMENT – SECTION 5
STRATEGIC ENVIRONMENTAL ASSESSMENT PROCESS**

[insert title of plan/programme] has been subject to a process of strategic environmental assessment (SEA), as required under the Environmental Assessment of Plans and Programmes (Scotland) Regulations 2004. 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 plan which included consideration of:-
 - the baseline data relating to the current state of the environment;
 - links between the plan and other relevant policies, plans, programmes and environmental objectives;
 - existing environmental problems affecting the plan;
 - the plan's likely significant effects on the environment (positive and negative);
 - the mitigation measures envisaged;
 - an outline of the reasons for selecting the alternatives chosen;
 - monitoring measures to ensure 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 plan/ programme;
- Committing to monitoring the significant environmental effects of the implementation of the plan to identify any unforeseen adverse significant environmental effects and to taking appropriate remedial action.

**POST-ADOPTION SEA STATEMENT – SECTION 6
HOW ENVIRONMENTAL CONSIDERATIONS HAVE BEEN
INTEGRATED INTO [THE PLAN] AND HOW THE
ENVIRONMENTAL REPORT HAS BEEN TAKEN INTO ACCOUNT**

GUIDANCE NOTE

The format and contents of this section will vary depending on the plan/programme. You may find it useful to include:-

- list environmental problems identified in the environmental report and explain how these have been taken into account in the plan/programme;
- list negative effects identified in the environmental report;
- list mitigation measures considered in the environmental report plus any revised mitigation measures considered later and explain how these have been integrated into the plan/programme;
- list positive effects identified in the environment report and whether/how these have been integrated into the plan/programme;
- table 1 overleaf may be a useful format for presenting this section of the Post-Adoption SEA Statement.

**POST-ADOPTION SEA STATEMENT – SECTION 6 (cont)
HOW ENVIRONMENTAL CONSIDERATIONS HAVE BEEN
INTEGRATED INTO [THE PLAN] AND HOW THE
ENVIRONMENTAL REPORT HAS BEEN TAKEN INTO ACCOUNT**

GUIDANCE NOTE: -

Table 1 may be a useful format for presenting this section of the Post-Adoption SEA Statement.

TABLE 1

ENVIRONMENTAL CONSIDERATIONS AND FINDINGS FROM ENVIRONMENTAL REPORT	INTEGRATED INTO PLAN (YES/NO)	HOW INTEGRATED/TAKEN INTO ACCOUNT OR REASON FOR NOT BEING TAKEN INTO ACCOUNT
<p>Guidance note: -</p> <p>list key environmental considerations allocate a row of the table to each consideration</p>		
<p>Guidance note: -</p> <p>list key findings including mitigation etc - allocate a row of the table to each finding</p>		

**POST-ADOPTION SEA STATEMENT – SECTION 7
HOW OPINIONS EXPRESSED DURING CONSULTATION HAVE
BEEN TAKEN INTO ACCOUNT (INCLUDING ANY CONSULTATION
REQUIRED WITH OTHER EU MEMBER STATES)**

GUIDANCE NOTE

1 The Responsible Authority must set out how the opinions expressed during the consultation procedures described at Regulation 18 have been taken into account (Regulations 20(3)(c)) All consultation responses must be covered.

2 It may be that significant environmental effects on another EU Member State were identified (referred to as transboundary effects). If so, it will have been necessary to consult that State. (Regulation 14 of the Environmental Assessment of Plans and Programmes Regulations 2004 refers. **NB** – this is a reference to the UK Regulations not the Scottish Regulations).

3 The post-adoption SEA statement must set out how the results of any consultations with other EU Member States have been taken into account. (Regulation 20(3)(d))

4 Before disclosing consultees’ details or opinions remember to ensure that you have complied with relevant legislation such as the Data protection Act.

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

CONSULTEE / RESPONDENT (ALPHA ORDER BEGINNING WITH THE CONSULTATION AUTHORITIES)	SUMMARY OF COMMENTS	HOW THE COMMENT WAS TAKEN INTO ACCOUNT IN MAKING THE DECISION TO ADOPT THE FINAL PLAN/PROGRAMME
Scottish Environment Protection Agency		
The Scottish Ministers (Historic Scotland)		
Scottish Natural Heritage		
GUIDANCE NOTE – ENTER REMAINING COMMENTS		

**POST-ADOPTION SEA STATEMENT – SECTION 8
REASONS FOR CHOOSING THE [PLAN/PROGRAMME] AS
ADOPTED, IN THE LIGHT OF OTHER REASONABLE
ALTERNATIVES**

GUIDANCE NOTE

1 A clear explanation should be given of why particular alternatives/approaches were adopted for the plan/programme.

2 The length of this section will depend on the plan/programme. Typically it may be 1-2 pages long.

**POST-ADOPTION SEA STATEMENT – SECTION 9
MEASURES THAT ARE TO BE TAKEN TO MONITOR FOR ANY
UNFORESEEN ENVIRONMENTAL EFFECTS SO THAT
APPROPRIATE REMEDIAL ACTION MAY BE TAKEN**

GUIDANCE NOTE

- 1** The Regulations require the Responsible Authority to monitor significant environmental effects of the implementation of the plan/programme to enable them to identify unforeseen adverse effects and to take appropriate remedial action (Regulation 21).
- 2** Regulation 20 requires the Responsible Authority to set out monitoring measures in the Post-Adoption SEA Statement.
- 3** Good practice associated with SEA monitoring includes ensuring it:-
 - fits a pre-defined purpose, is practical and is customised to the plan/programme;
 - is oriented towards problem solving and addresses key issues;
 - is transparent and readily accessible to the public;
 - is seen as a learning process relating to the collation of the environmental baseline.
(*source:TRL - Practical SEA for Local Transport Plans Advanced Course*)
- 4** In this section of your Post-Adoption SEA Statement you may wish to cover:-
 - what is to be monitored;
 - how it will be monitored (e.g. which data sources will you use);
 - frequency of monitoring;
 - anticipated appropriate remedial action for any unforeseen adverse effects;
 - how your monitoring will may inform the environmental baseline.

**POST-ADOPTION SEA STATEMENT – SECTION 10
NOTE - IT MAY BE USEFUL TO INCLUDE A CONCLUDING PARAGRAPH
HERE**

Appendix 1 Useful contact points

SEA GATEWAY

Scottish Executive SEA Gateway

If you require any further information, or would like to offer feedback on these SEA templates, please contact the Scottish Executive SEA Gateway at:-

SEA.gateway@scotland.gsi.gov.uk

or

William Carlin
SEA Gateway Manager
Scottish Executive
Area 1 H (Bridge)
Victoria Quay
Edinburgh
EH6 6QQ
Tel:- 0131 244 5094

HISTORIC SCOTLAND

Historic Scotland

Historic Scotland can provide advice on the cultural heritage as it relates to the historic environment. This comprises the tangible built heritage - historic buildings and townscapes, parks and gardens, designed landscapes, ancient monuments, archaeological sites and landscapes, protected wrecks, and underwater archaeology. It also includes the wider setting of these features and areas as well as places important for their historic associations. Historic Scotland can be contacted at:-

hssea.gateway@scotland.gsi.gov.uk

or

SEA Secretariat, Longmore House, Salisbury Place, Edinburgh EH9 1SH

Tel.: 0131 668 8747

Appendix 1 Useful contact points (cont)

SEPA

Scottish Environment Protection Agency (SEPA)

SEPA can provide advice on a range of topics in relation to the environment, primarily in relation to soil (land), water and air. In addition, SEPA may provide advice in respect of climatic factors, material assets, biodiversity and health where appropriate and where information is held.

Local or Regional enquiries should be directed to your nearest SEPA office - see website for your local office www.sepa.org.uk

Scotland or UK wide enquiries should be directed to: -

sea.gateway@sepa.org.uk

or

SEA Gateway, Environmental Futures Team, SEPA Corporate Office, Erskine Court, The Castle Business Park, Stirling, FK9 4TR

Tel: 01786 452431

SNH

Scottish Natural Heritage (SNH)

SNH can provide advice on a wide range of topics in relation to the natural environment and will normally give particular attention to biodiversity, landscape and geological features (indicating if appropriate where these are the subject of national or international protection), access and recreational use of the natural heritage and where relevant, the soil, water, and material assets that are necessary to support these environmental features. SNH can be contacted at:-

sea.gateway@snh.gov.uk

or

SEA Gateway, Secretariat, Scottish Natural Heritage, 12 Hope Terrace, Edinburgh EH9 2AS

Tel: 0131 446 2290

Appendix 2 – useful links

The Environmental Assessment of Plans and Programmes (Scotland) Regulations 2004

<http://www.scotland-legislation.hmso.gov.uk/legislation/scotland/ssi2004/20040258.htm>

The Scottish Executive website (SEA pages)

<http://www.scotland.gov.uk/Topics/Environment/17108/14587>.

The Practical Guide to the Strategic Environmental Assessment Directive

http://www.odpm.gov.uk/stellent/groups/odpm_planning/documents/page/odpm_plan_041102.pdf

The European Commission (2003) - Implementation of Directive 2001/42 on the assessment of the effects of certain plans and programmes on the environment

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

The Scottish Parliament website pages relating to the Environmental Assessment (Scotland) Bill

<http://www.scottish.parliament.uk/business/bills/billsInProgress/environAssess.htm>

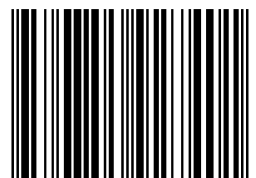
The Scottish Parliament website – link to the Environment and Rural Development Committee pages (lead committee for the Bill)

<http://www.scottish.parliament.uk/business/committees/environment/index.htm>

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