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| **INSTRUCTIONS – PLEASE READ**This is the Air Quality Action Plan (AQAP) template published by Defra to help local authorities prepare their AQAP. This is a standard document which local authorities are expected to use. Whilst use of this template is mandatory, this approach does not preclude the flexibility to provide detailed or additional information where the local authority feels necessary. For instance, appendices may be adjoined to the AQAP.Blue boxes provide instructions and/or further information to help local authorities complete the report. These boxes should be **deleted** before submitting the AQAP.<Red text> indicates an example or where the local authority needs to fill in information. Once the required information has been completed the font colour should be amended to match that of the body text.Local authorities may also find it useful to refer to existing [good practice examples of AQAPs](https://laqm.defra.gov.uk/air-quality/action-planning/examples-of-good-practice/) as a starting point.**Delete this box when the document is finished** |

<Insert LA Logo Here>

<Insert Local Authority Name>

Air Quality Action Plan

In fulfilment of Part IV of the Environment Act 1995

Local Air Quality Management

<Insert Date (Year)>

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| ACCESSIBILTY INSTRUCTIONSThis reporting template has been developed to comply with the [Accessibility Regulations (2018)](https://www.legislation.gov.uk/uksi/2018/952/made). Instructions are provided throughout the template as a steer to ensuring that the completed AQAP remains compliant with Accessibility Regulations, with the key points to adhere to summarised as follows:* Make hyperlinks accessible - the text used for hyperlinks should describe where people will go if they click that link
* Follow the template heading styles - important to define the content hierarchy and use the correct heading style at the right time
* Avoid using ‘tab’ or ‘enter’ to create spaces between text/sections, utilise page/section breaks
* Text should be aligned to the left and not justified

Use the tables within the template. If any additional tables are required, ensure these are formatted correctly and a summary of the table is provided within the accompanying text. To add alt text, right click on a table and select **Table Properties…** then select the **Alt Text** tab. Insert a title and brief description of the table, e.g. *Table 1 displays the site details of all monitoring sites located within AQMA 1*. (N.B. alt text added to tables does not save if the document is converted to a pdf). Additionally:* Ensure the top row is selected as the ‘header row’
* Avoid the use of merged or split cells
* The table should read logically from left to right and top to bottom. Press the “Tab” key to check the reading order of tables.

The presentation of trend charts, graphs and figures (including maps) should take account of readers who are colour blind, with suitable colour-blind friendly pallets chosen. The following colour combinations should be avoided:* green/red
* green/brown
* blue/purple
* green/blue
* light green/yellow
* blue/grey
* green/grey
* green/black
* red/amber/green

The website [ColorBrewer](https://colorbrewer2.org/) provides colour-blind safe information regarding palettes, and allows the definition of a 5-class palette that would be applicable to a trend chart with five years of monitoring data. For maps, it may be more suitable to display AQMAs through the use of hashing.Add alt text to charts or pictures inserted within the report that do not have a corresponding summary written directly above or below the chart. To add alt text right click on an image and select **Edit Alt Text…** and insert a brief description of the chart, e.g. *Figure 1 presents NO2 annual mean concentrations for sites DT1 to DT10 between years 2016 to 2020. There are no exceedances of the annual mean objective in 2020 and there is a general trend of reduction experienced across the sites.*If saving the document as a PDF it is recommended that the ‘Create bookmarks using’ option with the sub-option of ‘Headings’ is selected. Although not an explicit requirement in terms of accessibility, this will ensure your document is easy to read and navigate.[Defra’s Accessible documents policy](https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs/about/accessible-documents-policy) provides further guidance on publishing accessible documents. If the AQAP is to be published on your authority website, it is recommended that the AQAP is checked by your content team to ensure compliance.**Delete this box when the document is finished** |

| Information | <Local Authority Name> Details |
| --- | --- |
| **Local Authority Officer** | <Enter Name(s) Here> |
| **Department** | <Enter Department Name> |
| **Address** | <Enter Address> |
| **Telephone** | <Enter Telephone> |
| **E-mail** | <Enter Email Address> |
| **Report Reference Number** | <Enter Report Reference> |
| **Date** | <Enter Date of Report> |

# Executive Summary

This Air Quality Action Plan (AQAP) has been produced as part of our statutory duties required by the Local Air Quality Management framework. It outlines the action we will take to improve air quality in <inset local authority name> between <add dates>.

This action plan replaces the previous action plan which ran from <add dates>. Projects delivered through the past action plan include: <add bullets which describe achievements e.g. implemented cleaner public transport, engaged with businesses. Include outcomes if possible>.

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also often a strong correlation with equalities issues, because areas with poor air quality are also often the less affluent areas[[1]](#footnote-2),[[2]](#footnote-3).

The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion[[3]](#footnote-4). <insert Council name> is committed to reducing the exposure of people in <insert local authority name> to poor air quality in order to improve health.

<Amend as appropriate> We have developed actions that can be considered under <add number> broad topics:

* <keep/remove Alternatives to private vehicle use>
* <keep/remove Environmental permits>
* <keep/remove Freight and delivery management>
* <keep/remove Policy guidance and development control>
* <keep/remove Promoting low emission plants>
* <keep/remove Promoting low emission transport>
* <keep/remove Promoting travel alternatives>
* <keep/remove Public information>
* <keep/remove Transport planning and infrastructure>
* <keep/remove Traffic management>
* <keep/remove Vehicle fleet efficiency>

Our priorities are <enter text here e.g. tackle emissions due to servicing and freight vehicles, and so we will introduce virtual parking bays on main roads to be used in off-peak hours, reducing congestion and emissions, list key priorities given in Section 3.5>.

In this AQAP we outline how we plan to effectively tackle air quality issues within our control. However, we recognise that there are a large number of air quality policy areas that are outside of our influence (such as vehicle emissions standards agreed in Europe), but for which we may have useful evidence, and so we will continue to work with regional and central government on policies and issues beyond <Local Authority Name>’s direct influence.

## Responsibilities and Commitment

This AQAP was prepared by the <insert department name> of <insert local authority name> Council with the support and agreement of the following officers and departments:

<insert list officers/departments involved in the preparation of the AQAP here>

This AQAP has been approved by:

<insert details of high level Council members who have approved the AQAP (This could also include support from County Councils or from National Highways where appropriate) e.g. Head of Transport Planning, Head of Public Health, with e-signature>.

<Amend as appropriate> This AQAP <has/has not> been signed off by a Director of Public Health. <Specify which body has signed off the AQAP>

This AQAP will be subject to an annual review, appraisal of progress and <reporting to the relevant Council Committee (specify if relevant)>. Progress each year will be reported in the Annual Status Reports (ASRs) produced by <insert local authority name>, as part of our statutory Local Air Quality Management duties.

If you have any comments on this AQAP please send them to <insert report author> at:

<Enter Address>

<Enter Telephone>

<Enter Email>

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| **INSTRUCTIONS**This is the start of main body of the AQAP.Please:* Update Table of Contents, List of Tables and List of Figures on completion of report (select within text below> right click > update field>Update Entire Table)
* Include hyperlinks in the PDF version

**Delete this box when the document is finished** |

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<Insert a list of Figures/Charts here>

# Introduction

This report outlines the actions that <insert local authority name> will deliver between <add dates of AQAP e.g. 2016-2020> in order to reduce concentrations of air pollutants and exposure to air pollution; thereby positively impacting on the health and quality of life of residents and visitors to the <insert district/local authority’s administrative area>.

It has been developed in recognition of the legal requirement on the local authority to work towards Air Quality Strategy (AQS) objectives under Part IV of the Environment Act 1995 and relevant regulations made under that part and to meet the requirements of the Local Air Quality Management (LAQM) statutory process.

This Plan will be reviewed every five years at the latest and progress on measures set out within this Plan will be reported on annually within <insert local authority name>’s air quality ASR.

# Summary of Current Air Quality in <insert Local Authority Name>

Please refer to the latest ASR from <insert local authority name>

|  |
| --- |
| I**NSTRUCTIONS**Local authorities may supplement this section as required, for example where multiple AQMAs are being addressed within one AQAP, or leave as a simple reference to latest ASR if appropriate.**Delete this box when the document is finished** |

# <Insert Local Authority Name>’s Air Quality Priorities

|  |
| --- |
| **INSTRUCTIONS**Describe here the Council’s priorities and drivers for pursuing some actions to improve air quality and not others. This may include a description of the health context in the local authority’s administrative area, main sources of pollutants (such as roads, airports and industry), the necessary reductions required to meet the air quality objectives, the planning context (upcoming developments) and other Council policies, such as health and wellbeing, sustainability, economic development, transport, climate change or education.Source apportionment dispersion modelling studies may assist in identifying priorities. For example, in an AQMA declared for NO2 primarily due to emissions from road traffic and, e.g. if bus emissions are identified to contribute a high proportion of the total road-NOx, it may be sensible to prioritise AQAP measures that specifically target this source group. Include this detail or reference the external source of the information in Section 3.3.If there are other documents or strategies that set out information on the local authority’s approach to air quality, please provide brief information (and any links) about them and how they have been accounted for within this Action Plan.This is an opportunity to lay out the Council’s rationale and prioritisation.Please add any further subtitles below as appropriate.**Delete this box when the document is finished** |

## Public Health Context

<Enter text here - Local authorities may wish to provide in this section information in relation to public health context. For that purpose, please refer to both [Policy Guidance LAQM.PG16](https://laqm.defra.gov.uk/documents/LAQM-PG16-April-16-v1.pdf) Chapter 7 and [Technical Guidance LAQM.TG16](https://laqm.defra.gov.uk/documents/LAQM-TG16-April-21-v1.pdf) Chapter 2 (section “Linkages between Air Quality and Public Health”).>

## Planning and Policy Context

<Describe here any supporting planning and policy documents that will contribute toward improvements in air quality in your local authority area.>

## Source Apportionment

The AQAP measures presented in this report are intended to be targeted towards the predominant sources of emissions within <insert local authority name>’s area.

A source apportionment exercise was carried out by <insert local authority name> in <insert year>. This identified that within the AQMA, the percentage source contributions were as follows:

<Summarise percentage contribution to emissions and overall concentrations here as appropriate>

## Required Reduction in Emissions

<Insert text here - This should be calculated in line with Technical Guidance LAQM.TG16 Chapter 7>

## Key Priorities

<Summarise based on the conclusions of the above, preferably in a bulleted list, the areas prioritised for action here>

* Priority 1 - <insert text>
* Priority 2 - <insert text>
* Priority 3 - <insert text>
* <Etc>

<Add/amend as appropriate>

#

# Development and Implementation of <insert Local Authority Name> AQAP

## Consultation and Stakeholder Engagement

In developing/updating this AQAP, we have worked with other local authorities, agencies, businesses and the local community to improve local air quality. Schedule 11 of the Environment Act 1995 requires local authorities to consult the bodies listed in Table 4.1. <insert text here, e.g. In addition, we have undertaken the following stakeholder engagement:

* Website
* Articles in local newspaper
* Questionnaires distributed directly to households along major roads
* Etc.>

The response to our consultation stakeholder engagement is given in Appendix A: Response to Consultation.

Table . ‒ Consultation Undertaken

| Consultee | Consultation Undertaken |
| --- | --- |
| The Secretary of State | <Yes/No> |
| The Environment Agency | <Yes/No> |
| The highways authority | <Yes/No> |
| All neighbouring local authorities | <Yes/No> |
| Other public authorities as appropriate, such as Public Health officials | <Yes/No> |
| Bodies representing local business interests and other organisations as appropriate | <Yes/No> |

## Steering Group

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| --- |
| **INSTRUCTIONS**Report on your Steering Group: composition, the groups activity (e.g. number of meetings) and in what ways the Steering Group has pushed forward the implementation of the AQAP.The members of the Steering Group should include local authority officers across the different local authority departments, including at county level (in two-tier authorities) and may include officers from different local authorities. The Steering Group would decide on engaging support from other outside bodies, businesses and local community groups to take the process forward. Other local authority departments and external bodies should be constructively engaged in agreeing actions to improve air quality and meet the legal requirement to work towards air quality objectives.The following, in particular, should engage constructively in improving air quality: * transport planners;
* local highway authorities;
* land use planners and town centre managers;
* environmental protection and energy management officers;
* waste managers;
* economic development, regeneration and tourism departments;
* corporate policy and resources;
* the Environment Agency; and
* National Highways.

**Delete this box when the document is finished** |

# AQAP Measures

Table 5.1 shows the <inset local authority name> AQAP measures. It contains:

* a list of the actions that form part of the plan
* the responsible individual and departments/organisations who will deliver this action
* estimated cost of implementing each action (overall cost and cost to the local authority)
* expected benefit in terms of pollutant emission and/or concentration reduction
* the timescale for implementation
* how progress will be monitored

**NB:** Please see future ASRs for regular annual updates on implementation of these measures

|  |
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| **INSTRUCTIONS**Where relevant, the Council should add further detail below with regards to the measures adopted in their AQAP, beyond the summary level information provided in Table 5.1. In particular if there are measures that are considered a priority or drawing out where local public support or action may be required. In this section it may also be useful to identify and thus record which party is responsible for implementing specific measures to enable future traceability and enforcement**Delete this box when the document is finished** |

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| **INSTRUCTIONS**Please fill in Table 5.1 below to reflect each measure to be implemented as per the following (examples have been included as a guide):* Measure = Detail the name of the measure
* Category = Select the Measure Category from the available options (detailed below)
* Classification = Select the Measure Classification from the available options (detailed below)
* Estimated Year Measure to be Introduced = Input the year the measure is likely to be initially developed
* Estimated / Actual Completion Year = Input the estimated/actual completion year for the measure, select between 2020 – 2032. This can be “Ongoing” for measures which have no end date.
* Organisation(s) Involved = List the organisations that are involved with the delivery of the measure, e.g. Local Authority/County Council/AQ Alliance/Community Group/Private Company
* Funding Source = Detail where the funding for the measure is to/has been sourced from
* Defra AQ Grant Funding = Has funding from the Defra AQ Grant been secured for the measure, Yes/No
* Funding Status = Select from Funded/Not Funded/Partially Funded
* Estimated Cost of Measure = Select from < £10k/£10k - £50k/£50k - £100k/£100k - £500k/£500k - £1m/£1m - £10m/ > £10m
* Measure Status = Select from Aborted/Planning/Implementation/Completed
* Target Reduction in Pollutant / Emission from Measure = Provide an estimated target in terms of concentration or emission reduction that is predicted to occur due to the measure being implemented. This can also relate to the area where the measure is designed to impact upon, e.g. significantly reduce the levels of Heavy Good Vehicles
* Key Performance Indicator = Detail how the success of the measure is to be constantly presented and reviewed
* Progress to Date = Provide a summary of the progress for implementing the measure
* Comments / Potential Barriers to Implementation = Provide any other relevant details or information of any potential barriers that may be experienced during the implementation of the measure

**The expected efficacy of measures should be clearly provided. This may be presented either by listing measures in rank order (i.e. the most effective measure first, least effective measure last) or through the adoption of a colour-coded approach, however choose appropriate accessible colour combinations (e.g. measures highlighted blue most effective, red least effective, etc).**If necessary, more rows should be added to Table 5.1 to reflect each measure implemented. Additional details in relation to specific measures can be added after the table if necessary, with clear reference to the measure No.The “Category” and “Classification” columns should be populated based on the following options which are consistent with the National Air Quality Plans:**Category – “Alternatives to private vehicle use”**The Classifications for the Category “Alternatives to private vehicle use” are listed below:* Bus based Park & Ride
* Car & lift sharing schemes
* Car Clubs
* Rail based Park & Ride
* Other

**Category – “Environmental Permits”**The Classifications for the Category “Environmental Permits” are listed below:* Introduction/increase of environment charges through permit systems and economic instruments
* Introduction/increase of environmental funding through permit systems and economic instruments
* Large Combustion Plant Permits and National Plans going beyond BAT
* Measures to reduce pollution through IPPC Permits going beyond BAT
* Other measure through permit systems and economic instruments
* Tradable permit system through permit systems and economic instruments
* Other

**Category – “Freight and Delivery Management”**The Classifications for the Category “Freight and Delivery Management” are listed below:* Delivery and Service plans
* Freight Consolidation Centre
* Freight Partnerships for city centre deliveries
* Quiet & out of hours delivery
* Route Management Plans/ Strategic routing strategy for HGV's
* Other

**Category – “Policy Guidance and Development Control”**The Classifications for the Category “Policy Guidance and Development Control” are listed below:* Air Quality Planning and Policy Guidance
* Low Emissions Strategy
* Other policy
* Regional Groups Co-ordinating programmes to develop Area wide Strategies to reduce emissions and improve air quality
* Sustainable Procurement Guidance

**Category – “Promoting Low Emission Plant”**The Classifications for the Category “Promoting Low Emission Plant” are listed below:* Emission control equipment for small and medium sized stationary combustion sources / replacement of combustion sources
* Low Emission Fuels for stationary and mobile sources in Public Procurement
* Other measure for low emission fuels for stationary and mobile sources
* Public Procurement of stationary combustion sources
* Regulations for fuel quality for low emission fuels for stationary and mobile sources
* Shift to installations using low emission fuels for stationary and mobile sources
* Other Policy

**Category – “Promoting Low Emission Transport”**The Classifications for the Category “Promoting Low Emission Transport” are listed below:* Company Vehicle Procurement - Prioritising uptake of low emission vehicles
* Low Emission Zone (LEZ) or Clean Air Zone (CAZ)
* Priority parking for LEV's
* Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging
* Public Vehicle Procurement -Prioritising uptake of low emission vehicles
* Taxi emission incentives
* Taxi Licensing conditions
* Other

**Category – “Promoting Travel Alternatives”**The Classifications for the Category “Promoting Travel Alternatives” are listed below:* Encourage / Facilitate home-working
* Intensive active travel campaign & infrastructure
* Personalised Travel Planning
* Promote use of rail and inland waterways
* Promotion of cycling
* Promotion of walking
* School Travel Plans
* Workplace Travel Planning
* Other

**Category – “Public Information”**The Classifications for the Category “Public Information” are listed below:* Via leaflets
* Via other mechanisms
* Via radio
* Via television
* Via the Internet
* Other

**Category – “Traffic Management”**The Classifications for the Category “Traffic Management” are listed below:* Anti-idling enforcement
* Emission based parking or permit charges
* Reduction of speed limits, 20mph zones
* Road User Charging (RUC)/ Congestion charging
* Strategic highway improvements, Re-prioritising road space away from cars, inc Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane
* Testing Vehicle Emissions
* UTC, Congestion management, traffic reduction
* Workplace Parking Levy, Parking Enforcement on highway
* Other

**Category – “Transport Planning and Infrastructure”**The Classifications for the Category “Transport Planning and Infrastructure” are listed below:* Bus route improvements
* Cycle network
* Public cycle hire scheme
* Public transport improvements-interchanges stations and services
* Other

**Category – “Vehicle Fleet Efficiency”**The Classifications for the Category “Vehicle Fleet Efficiency” are listed below:* Driver training and ECO driving aids
* Fleet efficiency and recognition schemes
* Promoting Low Emission Public Transport
* Testing Vehicle Emissions
* Vehicle Retrofitting programmes
* Other

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Table . ‒ Air Quality Action Plan Measures

| Measure No. | Measure | Category | Classification | Estimated Year Measure to be Introduced | Estimated / Actual Completion Year | Organisations Involved | Funding Source | Defra AQ Grant Funding | Funding Status | Estimated Cost of Measure | Measure Status | Target Reduction in Pollutant / Emission from Measure | Key Performance Indicator | Progress to Date | Comments / Potential Barriers to Implementation |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| <Insert measure number e.g. 1> | <Insert Title> | <Select from the categories in the blue instruction box above> | <Select from the classifications the blue instruction box above> | <Insert year> | <Insert year> | <Insert organisations e.g. Local Authority Environmental Health, Local Authority Transport Dept.> | <Insert funding source e.g. Developers & highway infrastructure funding> | <Yes/No> | <Insert funding status e.g. Fully funded / Partially funded / Not funded> | <Inset cost band e.g. <£10k / £10k - £50k / £50k - £100k / £100k - £500k / £500k - £1 million / £1 million - £10 million / >£10 million> | <Insert status e.g. Planning / Implementation/ Completed> | <Insert target e.g. 2% / 0.2µg/m3 / reduced vehicle emissions> | <Insert KPI e.g. % of x.. / # of y / measured concentration at z> | <Insert text here e.g. Funding secured, planning phase> | <Insert text here e.g. Lengthy Timescale> |
| <Insert measure number e.g. 2> | <Insert Title> | <Select from the categories in the blue instruction box above> | <Select from the classifications the blue instruction box above> | <Insert year> | <Insert year> | <Insert organisations> | <Insert funding source> | <Yes/No> | <Insert funding status> | <Inset cost band> | <Insert status> | <Insert target> | <Insert KPI> | <Insert text here> | <Insert text here> |
| <Insert measure number e.g. 3> | <Insert Title> | <Select from the categories in the blue instruction box above> | <Select from the classifications the blue instruction box above> | <Insert year> | <Insert year> | <Insert organisations>  | <Insert funding source> | <Yes/No> | <Insert funding status> | <Inset cost band> | <Insert status> | <Insert target> | <Insert KPI> | <Insert text here> | <Insert text here> |

# Appendix A: Response to Consultation

Table A.1 ‒ Summary of Responses to Consultation and Stakeholder Engagement on the AQAP

| Consultee | Category | Response |
| --- | --- | --- |
| <Insert consultee e.g. Chamber of Commerce> | <Insert category e.g. Business> | <Insert text e.g. Disagree with plan to remove parking on High Street in favour of buses and cycles; consider it will harm business of members> |
|  |  |  |

# Appendix B: Reasons for Not Pursuing Action Plan Measures

Table B.1 ‒ Action Plan Measures Not Pursued and the Reasons for that Decision

|  |  |  |
| --- | --- | --- |
| Action category | Action description | Reason action is not being pursued (including Stakeholder views) |
| <Select from the categories in the blue instruction box above> | <Insert description of measure> | <Insert text here> |
|  |  |  |

# <Appendix C: Add Additional Appendices as Required>

|  |
| --- |
| **INSTRUCTIONS**The Council should add additional supporting appendices as required.For example, where the selection of AQAP measures has been supported by further studies, e.g. quantitative appraisal of action plan measures through dispersion modelling, or other feasibility studies, this work should be included here.**Delete this box when the document is finished** |

# Glossary of Terms

<Please add a description of any abbreviation included in the AQAP – An example is provided below>

|  |  |
| --- | --- |
| Abbreviation | Description |
| AQAP | Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values’ |
| AQMA | Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives |
| AQS | Air Quality Strategy |
| ASR | Air quality Annual Status Report |
| Defra | Department for Environment, Food and Rural Affairs |
| EU | European Union |
| LAQM | Local Air Quality Management |
| NO2 | Nitrogen Dioxide |
| NOx | Nitrogen Oxides |
| PM10 | Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less |
| PM2.5 | Airborne particulate matter with an aerodynamic diameter of 2.5µm or less |

# References

1. Environmental equity, air quality, socioeconomic status and respiratory health, 2010 [↑](#footnote-ref-2)
2. Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006 [↑](#footnote-ref-3)
3. Defra. Abatement cost guidance for valuing changes in air quality, May 2013 [↑](#footnote-ref-4)