

STRATEGIC HOUSING AND ECONOMIC LAND AVAILABILITY ASSESSMENT (SHELAA)

CALL FOR SITES SUGGESTION FORM GUIDANCE NOTES

These guidance notes will assist the site promoter with the completion of the site suggestion form and will help to provide the Borough Council with the most relevant information to enable a full assessment of the site. Please ensure that no field is left blank as this may delay the consideration of the site. Should the Borough Council require any additional information they will endeavour to contact the site promoter.

Any information provided will be verified and the final assessment of sites will remain that of the Borough Council.

1. Your Details	
The details provided in this section will be used to contact you regarding your submission(s) and to provide general SHELAA updates.	
Name	Name of the person (promoter) submitting the form
Organisation	Organisation (if relevant)
Address	Address of the person submitting the form
Telephone Number	Telephone number for the person submitting the form
Email Address	Email address for the person submitting the form
Your Role	Please tick the most relevant option for the person submitting the form i.e. landowner, planning consultant etc.

2. Site Details	
This information will be used to assess the availability and suitability of each site	
Site Address	Please provide the address of the site
Ordnance Survey Grid Ref	This will aid site identification
Current Land Use/Description	Please provide details of the present land use of the site including a description which states whether the site is <u>greenfield</u> or previously developed (brownfield) land, or a mix of the two.
Adjoining Land Uses/Description	Please provide details of the land uses present on adjoining land, this will help to determine whether there are any 'bad neighbour' uses.
Site Area (Ha)	Gross area (in hectares) of the site
Net Developable Area (Ha)	The area (in hectares) of the site that is developable for either residential or economic uses (once the area for main roads, significant landscape buffer strips, open space serving a wider area, shops and other public facilities have been discounted).
Does the site require the relocation of an existing use?	Please indicate Yes or No, this will aid in determining whether the site is currently available and the timescale for the site coming forward.

Relevant Planning History	Please provide details of any relevant planning history that is known about the site, including anything that could impact on residential/economic uses of the site in the future (e.g. planning applications, submissions to development plans and/or allocations).
Access to Services and Transport Network	Please provide details of the nearest services and transport links to the site. Relevant services include local services such as schools, doctors' surgeries, shops etc. Transport includes links to public transport including bus stops and railway stations.
Are there any issues that would restrict access to the site for assessment by a representative of the Borough Council?	The Borough Council will need to undertake a site visit and therefore will need to know whether access to the site can be gained.
Please provide the contact details of the person with whom contact should be made to arrange a site visit.	Only complete this if the details are different from those provided in section 1.

3. Land Ownership

This information will help to determine whether there are any ownership constraints

If you are the landowner, are you the sole or part owner of the site?	Please indicate Yes or No
If you are not the landowner, please confirm whether you have informed the landowner(s) that the site has been submitted?	Please indicate Yes or No
If you are not the landowner or the site is in multiple ownership, please provide the name, address and contact details of the land owner(s)	Please provide contact details of any additional landowner(s) providing you have permission from them to do so.
Is the development of the site supported by the landowner(s)?	Please indicate Yes or No

4. Proposed Use and Capacity

This information will inform what the site is being promoted for. If proposing a mixed-use development, please provide the site area for each use.

Residential (C3)	Including affordable housing, self-build and custom house building. Please provide details on the number of units and development density (dwellings per hectare (dph))
Gypsy & Traveller Accommodation	Please provide details of the site area, number of pitches etc.
Office, Research and Development, Light Industrial (B1)	Please indicate which of the uses falling within B1 is being promoted, proposed net floorspace in m2.
General Industrial (B2)	Please indicate which of the uses falling within B2 is being promoted and the proposed net floorspace in m2.
Storage and Distribution (B8)	Please indicate which of the uses falling within B2 is being promoted and the proposed net floorspace in m2.
Retail (A1)	Please provide details on the number of units which could be accommodated on the site
Community Facilities	Please provide details of the types of community facilities being promoted, the number of units etc.
Sports/Leisure	Please provide details of the types of sports/leisure facilities are being promoted
Other	If promoting anything other than those listed above, please provide full details of the proposed use.

5. Potential Constraints

This information will be used to assess the suitability, availability and achievability of the site. This section should also include details of any potential mitigation measures for the constraints identified.

Environmental	Please provide details of any known environmental issues such as potential contamination from previous uses, flooding (including historical flooding)/drainage, notable wildlife etc. Further details can be provided in Section 8.
Heritage	Please provide details of any known designated and non-designated heritage assets such as Conservation Areas, World Heritage Site and Buffer Zone, Listed Buildings, Scheduled Monuments etc. Further details can be provided in Section 8.
Landscape	Please provide details of any existing trees - including those protected by Tree Preservation Orders - or other landscape features on site. Further details can be provided in Section 8.
Physical	Please provide details of any known physical constraints on the site such as existing buildings, topography (difference in levels), instability, public rights of way, power lines etc. Further details can be provided in Section 8.
Planning Policy	Please provide details of any known planning policies affecting the site, such as existing allocations, Green Belt, countryside, SSSI etc. Further details can be provided in Section 8.
Utilities	Please provide details of any known utilities such as information on existing connections (water, electricity, gas, sewerage networks etc.) and where connections would be made should they not run through the site. Further details can be provided in Section 8.
Access	Please provide details of where the main point of access for the site would be and if any work would be required to enable that access (e.g. demolition of a structure/dwelling or whether any third-party land would be required). Including highway safety, pedestrian and cycle links. Further details can be provided in Section 8.

Ownership	Please provide details of any third-party ownership or ransom strips and where applicable any agreements with other landowners should be provided. Further details can be provided in Section 8.
Other	Please provide details of any other factors which you feel may impact upon the suitability, availability or achievability of the site. Further details can be provided in Section 8.

6. Developer/Market Interest and Site Viability	
This information will assist in assessing the achievability of the site	
Is the site in the control of a developer?	Please indicate Yes or No and provide details of the developer(s) if different to Section 1.
If not in the control of a developer, do you the landowner have an intention to develop or sell the site?	Please indicate Yes or No. If Yes, please provide details on likely timescales for the sale of the land.
If not in the control-of a developer, is there any developer interest?	Please indicate Yes or No and provide details of the developer(s) if there is interest
Is the site currently under an option to a developer?	Please indicate Yes or No and provide details of the developer(s).
Is the site currently being marketed?	Please indicate Yes or No. If Yes, please provide details of how long it has been marketed for. If No, please provide details of likely timeframes for when it will be marketed, if at all.
Do you consider the site to be economically viable?	Please indicate Yes or No and provide details of any viability work which has been undertaken. Further details can be provided in Section 8.
Are there any known significant abnormal costs which could delay the site coming forward?	Please indicate Yes or No and provide details of such costs e.g. in relation to contamination, demolition, access etc.
Will third party land need to be acquired to develop the site?	Please indicate Yes or No and provide details of the land
Do restrictive covenants exist?	Please indicate Yes or No. If Yes, please provide details of them.

7. Timescales for Delivery/Build-out Rates

This information will assist in assessing the deliverability of the site and whether it can come forward within 5 years, during the plan period or beyond the plan period.

Within 5 years	If Yes, please provide details of the number of dwellings, pitches, floorspace etc that will be completed within this period.
5-10 years	If Yes, please provide details of the number of dwellings, pitches, floorspace etc that will be completed within this period.
10-15 years	If Yes, please provide details of the number of dwellings, pitches, floorspace etc that will be completed within this period.
Beyond 15 years	If Yes, please provide details of the number of dwellings, pitches, floorspace etc that will be completed within this period.
For Residential Sites Only	
Will there be more than one developer on site?	If Yes, please provide the number of developers
Once commenced, how many dwellings do you anticipate could be built per year?	Please provide details of the number of dwellings per year.
Will the site require phasing?	If Yes, please provide timeframes for each phase of development.

8. Further Information

Any further information which can be provided will aid in the overall assessment of the site.

Please provide any additional information you think may be helpful to the Borough Council in its consideration of this site, including how the site can meet the objectives of sustainable development and can contribute towards tackling climate change including any assessments that have been undertaken or any appropriate mitigation measures.