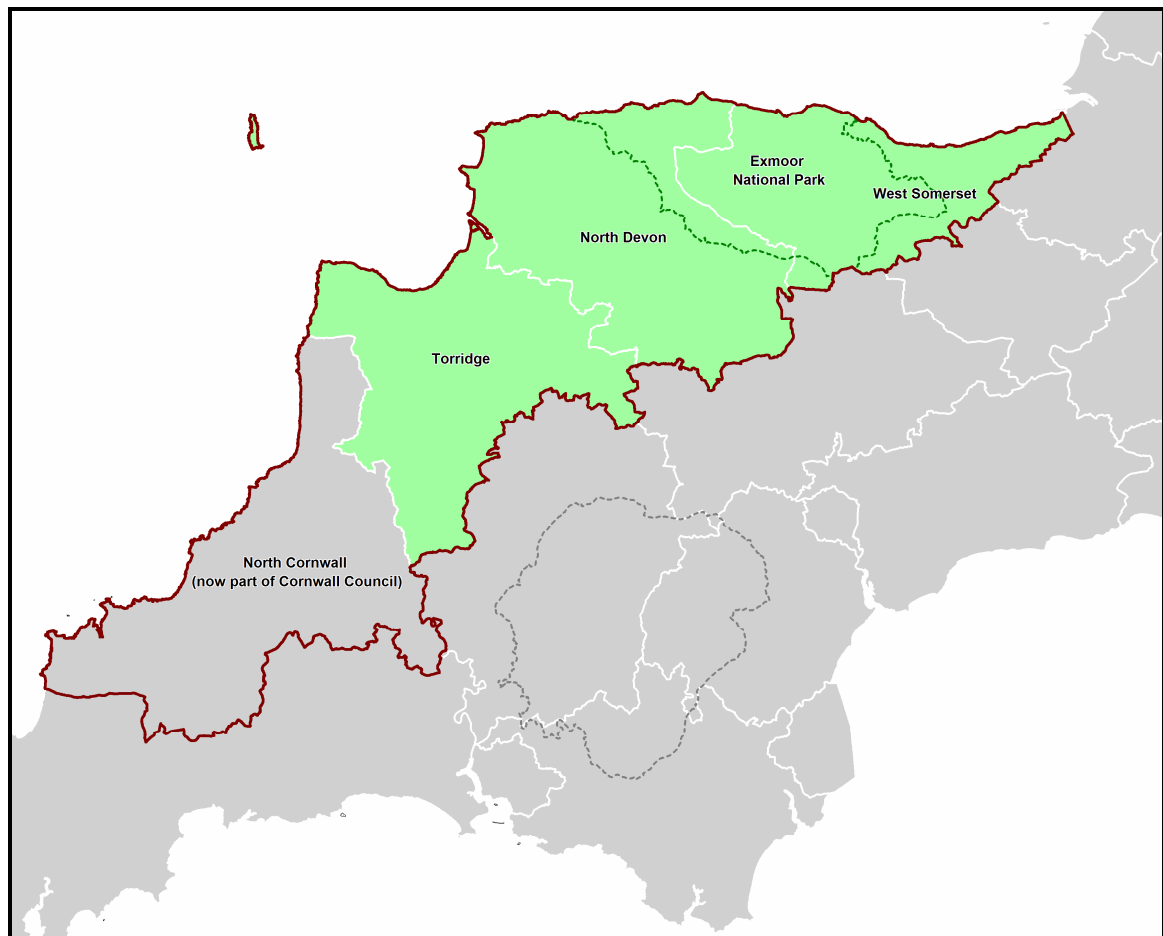


# Northern Peninsula Housing Market Area

## Methodology for Strategic Housing Land Availability Assessments

August 2009



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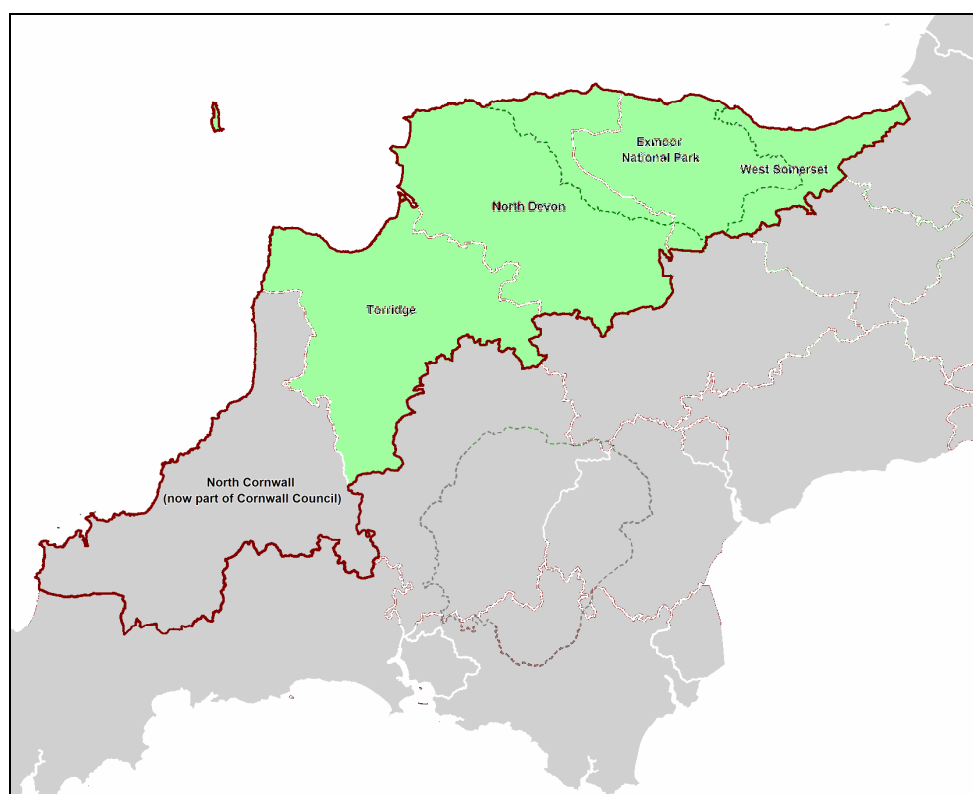
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## 1. INTRODUCTION

- 1.1. This document sets out the approach that Torridge District Council, North Devon Council, Exmoor National Park Authority and West Somerset Council intend to use to produce a Strategic Housing Land Availability Assessment (SHLAA) for each Local Authority area.
- 1.2. A priority for the Government is to achieve a step-change in housing delivery. Planning Policy Statement 3 (PPS3): Housing<sup>1</sup>, places a requirement for local authorities to prepare a Strategic Housing Land Availability Assessment (SHLAA) as part of a more responsive approach to land supply at the local level.
- 1.3. Preparing the SHLAA will enable the identification of suitable and deliverable sites with the potential for housing as part of evidence gathering for the plan making process. It will also assess the five-year supply of deliverable sites for the purpose of PPS3 and National Indicators.
- 1.4. The four Local Authorities: Torridge District Council, North Devon Council, Exmoor National Park Authority and West Somerset Council (figure 1), within the Northern Peninsula Housing Market Area are taking a partnership approach towards the preparation of a common SHLAA methodology.

Figure 1. Map of the northern peninsula housing market area depicting the SHLAA partner authorities.



- 1.5. The geographical area previously covered by North Cornwall District Council, which makes up the remaining area within the Northern Peninsula Housing Market Area, is not covered by this methodology. North Cornwall District Council, now part of a wider Cornwall Council, will follow a Cornwall-wide SHLAA approach. The Cornwall-wide SHLAA approach is broadly similar to that detailed within this methodology.

<sup>1</sup> Planning Policy Statement 3: Housing (DCLG, November 2006)

- 1.6. The proposed SHLAA methodology has been compiled in accordance with the Government's guidance as set out in Strategic Housing Land Availability Assessments – Practice Guidance (DCLG, July 2007). Regard has also been given to the additional guidance on SHLAAs that has been prepared by the Planning Advisory Service and the Planning Officers Society.
- 1.7. The four partner authorities identified above will each use this methodology when preparing individual SHLAAs for their Authority area. The methodology has been prepared to be consistent with those of the neighbouring Housing Market Areas of Cornwall and Exeter. This approach is intended to allow comparison or aggregation of the findings of any of the individual SHLAAs.
- 1.8. The Assessment will cover the period 1st April 2008 to 31st March 2026 and will seek to identify sufficient sites to accommodate the Regional Spatial Strategy (RSS) housing requirements.
- 1.9. It is important to note that the SHLAA will not be a statement of Council / Authority Policy and will not make judgements about whether sites should be allocated for housing development. It is a technical document that provides evidence on land that might be appropriate for delivering housing. Once completed, it will form part of the evidence base for the preparation of Local Development Frameworks (LDF) and will be used to inform decisions on the future development and allocation of land.
- 1.10. The allocation of any new housing sites will happen through the plan making process and the preparation of the Core Strategy, Area Action Plans (AAPs) or a Site Allocations Development Plan Documents (DPDs). The production of these documents will be informed by the SHLAA and other evidence documents. They will also be subject to a Sustainability Appraisal, a Habitats Regulation Assessment, will provide further opportunities for public participation and will be subject to independent examination.
- 1.11. A draft methodology was published for a six week period of public consultation from 29th January 2009 to 11th March 2009. Invitations to comment were sent to a broad range of stakeholders including development industry representatives, the Home Builders Federation and Town and Parish Councils.
- 1.12. Advice on the final wording of the methodology has additionally been sought from a selection of key stakeholders who support the SHLAA preparation process by sitting on a Stakeholder Panel. Representatives on this panel include house builders, registered social landlords, land agents, local community representatives and public sector bodies such as the Environment Agency and Natural England.
- 1.13. A summary of the representations received as part of the consultation along with the proposed changes arising is available separately and can be found on the websites of the partner authorities.
- 1.14. If you would like further information about a specific SHLAA, or in relation to the methodology and approach to be taken by the partner authorities within the Northern Peninsula Housing Market Area, please feel free to get in touch using the follow:

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## 2. PLANNING POLICY CONTEXT

2.1. Planning policy as set out in PPS3 seeks a more responsive approach to land supply at the local level and requires local authorities to:

- identify specific, deliverable sites for the first five years of a plan that are ready for development;
- identify specific deliverable sites for years 6 -10, and ideally 11-15, in plans to enable the five year supply to be maintained;
- indicate broad locations for future growth where it is not possible to identify specific sites for 11-15 years of the plan; and
- not include an allowance for windfalls in the first 10 years of the plan unless there are justifiable local circumstances that prevent specific sites being identified.

2.2. The policy context for housing delivery within the Northern Peninsula HMA is currently provided by the Devon<sup>2</sup>, Cornwall<sup>3</sup>, and Somerset and Exmoor National Park Structure Plans<sup>4</sup>, which provide the following annualised development requirements:

<b>Table 1: Annualised Structure Plan Housing Requirements</b>	
North Cornwall <sup>5</sup>	340 dwellings (2001-2016)
North Devon	330 dwellings (2001-2016)
Exmoor (North Devon)	5 dwellings (1991-2011)
Torrige	340 dwellings (2001-2016)
West Somerset	120* dwellings (1991-2011)
* Including provision for part of the Exmoor National Park that is in Somerset	

2.3. The emerging Regional Spatial Strategy (RSS)<sup>6</sup> when issued will replace the Structure Plans. Following the Secretary of State's proposed changes to the draft RSS, and consultation on them during summer 2008, the RSS will be revised and issued. Account will need to be taken of any changes to the RSS as the preparation of LDF progress.

2.4. The housing requirements set out in the RSS are the key drivers that will steer the amount and location of new development across the Northern Peninsula Housing Market Area. The draft RSS set out a requirement of 20,500 new dwellings across the HMA for the period 2006-2026. The Examination in Public Panel Report<sup>7</sup> recommends a significant increase in this housing requirement to 35,000 dwellings over the plan period, which provides the following annualised requirements for the partner authorities:

**Table 2: Annualised Regional Spatial Strategy Housing Requirements**

<sup>2</sup> Devon Structure Plan 2001-2016

<sup>3</sup> Cornwall Structure Plan 2001-2016

<sup>4</sup> Somerset and Exmoor National Park Joint Structure Plan 1991-2011

<sup>5</sup> North Cornwall (now part of a single Cornwall) is not covered by this methodology but is included for completeness

<sup>6</sup> Draft Revised Regional Spatial Strategy for the South West 2006-2026 (SWRA, July 2008)

<sup>7</sup> Draft Regional Spatial Strategy for the South West 2006-2026 Examination in Public Panel Report

North Cornwall <sup>8</sup>	670 dwellings
North Devon	545 dwellings
Exmoor	20 dwellings
Torridge	535 dwellings
West Somerset	125 dwellings

- 2.5. The overall average net dwelling requirement for Exmoor National Park for the period 2006-2026 is 20 per annum. The figure relating to Exmoor National Park is an estimate of provision strictly for local needs only. The totals for West Somerset and North Devon accordingly exclude the area covered by Exmoor National Park. The Secretary of State's Proposed Changes to the draft RSS have supported the increased housing requirement proposed in the Panel Report for the Northern Peninsula HMA.

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<sup>8</sup> North Cornwall (now part of a single Cornwall) is not covered by this methodology but is included for completeness

### 3. CORE REQUIREMENTS OF THE STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT

- 3.1. As a minimum the SHLAA must be robust and credible in order to meet the tests of soundness in Planning Policy Statement 12<sup>9</sup>. The following tables detail the core outputs (Table 3) and process requirements (Table 4) as defined in the Government guidance<sup>10</sup> for preparing SHLAAs. The SHLAA will need to ensure that it meets all of the following key criteria.

**Table 3: Strategic Housing Land Availability Assessment core outputs**

1	A list of sites, cross-referenced to maps showing locations and boundaries of specific sites (and showing broad locations, where necessary).
2	Assessment of the deliverability / developability of each identified site (i.e. in terms of its suitability, availability and achievability) to determine when an identified site is realistically expected to be developed.
3	Potential quantity of housing that could be delivered on each identified site or within each identified broad location (where necessary) or on windfall sites (where justified).
4	Constraints on the delivery of identified sites.
5	Recommendations on how these constraints could be overcome and when.

**Table 4: Strategic Housing Land Availability Assessment process checklist**

1	The survey and Assessment should involve key stakeholders including house builders, social landlords, local property agents and local communities. Other relevant agencies may include the Homes and Communities Agency (a requirement in areas where they are particularly active).
2	The methods, assumptions, judgements and findings should be discussed and agreed upon throughout the process in an open and transparent way, and explained in the Assessment report. The report should include an explanation as to why particular sites or areas have been excluded from the Assessment.

<sup>9</sup> Planning Policy Statement 12: Local Spatial Planning (DCLG, June 2008)

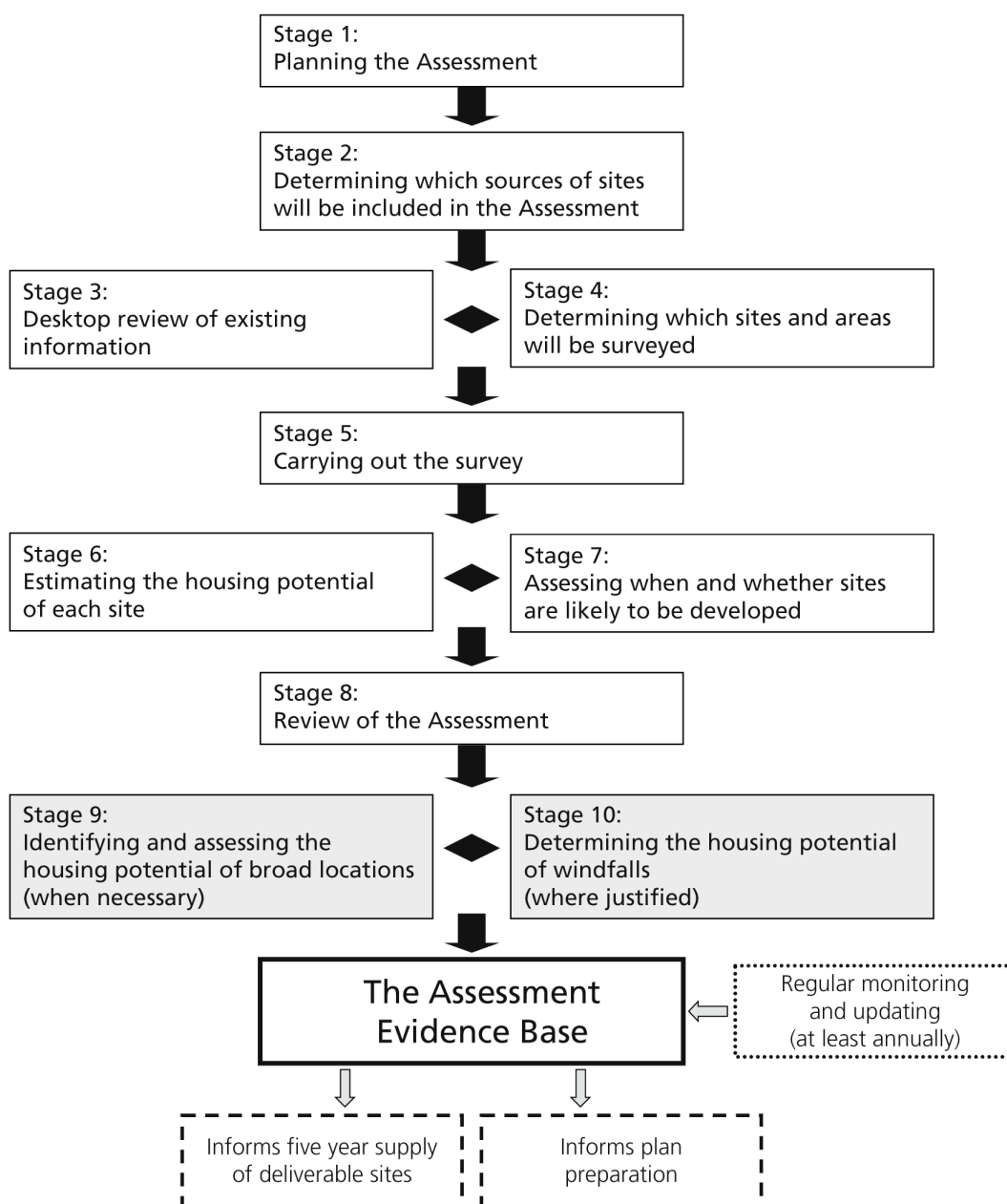
<sup>10</sup> Strategic Housing Land Availability Assessments Guidance (DCLG, July 2007)



#### 4. THE METHODOLOGY

- 4.1. Government guidance sets out eight main stages for the preparation of a SHLAA, with two further optional stages, as replicated in Figure 2. The optional stages cover (i) broad locations where housing development is considered feasible and will be encouraged but where specific sites cannot yet be identified; and (ii) windfall sites, where a windfall allowance is justified by local circumstances.
- 4.2. The methodology sets out how each stage should be undertaken as part of the Assessment process. Generally the stages should be carried out in order, however Stages 3 and 4, 6 and 7, and 9 and 10 can be carried out in parallel.

Figure 2. The Strategic Housing Land Availability Assessment process and outputs (SHLAA Practice Guidance, DCLG 2007, Figure 3)



## Stage 1: Planning the Assessment

### **A: Whether it is possible to carry out the Assessment with the other Local Planning Authorities in the Housing Market Area**

- 4.3. North Devon, Torridge, North Cornwall (now part of a wider Cornwall Council), Exmoor National Park and West Somerset authorities comprise the Northern Peninsula Housing Market Area (HMA). The aim is for each partner authority to prepare a SHLAA for their area that is compatible with this methodology. This will enable the results to be easily combined on a HMA basis. North Cornwall, as part of a single Cornwall Council, will follow a Cornwall wide methodology<sup>11</sup>, which is fundamentally consistent with this methodology, and West Somerset will undertake additional consultation based on the approach of the Taunton HMA Partnership.

### **B: Whether there is an existing Housing Market Partnership that could be used as the forum to take forward the Assessment and, if not, whether it could now be initiated**

- 4.4. A Joint Officer Group of the partner authorities will oversee the process of SHLAA preparation. Central to the preparation process will be the establishment of a Stakeholder Panel, the composition of which is intended to reflect a range of interests related to housing delivery, environmental or infrastructure capacity and the community.
- 4.5. The Stakeholder Panel will meet to discuss the findings of the site suitability assessments and advise the partner authorities on deliverability. The process may vary in North Cornwall whereby the Cornwall methodology provides for the establishment of Steering Group appointed through relevant Housing Market Partnerships. This is the only significant point of variance between the draft Cornwall and Northern Peninsula methodologies.
- 4.6. Further details on the proposed arrangements for the Stakeholder Panel can be found in section 5 of this methodology and in Appendix 4.

### **C: Whether all relevant partners are already involved in the partnership, where it exists, and if not which key stakeholders need to be included**

- 4.7. A comprehensive list of consultees will be defined by officers in the partner authorities. Participation will be undertaken through consultation on the draft methodology and a public 'call' for potential housing sites. It is the intention that the list of consultees will be comprehensive and will include landowners, house builders, local estate agents, Town and Parish Councils, Registered Social Landlords, Rural Housing Enablers and Government Agencies. Databases maintained, as part of the LDF process, will be used as the source for the identification of appropriate consultees. The composition of the Stakeholder Panel may vary between authorities as a reflection of local interests.
- 4.8. As part of the consultation on the draft methodology consultees from the development industry will be invited to nominate themselves for inclusion on the Stakeholder Panel. The Joint Officer Group will then make the final selection of representatives to sit on the Stakeholder Panel from those nominated in line with the process proposed in annexe 1.

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<sup>11</sup> Cornwall Strategic Housing Land Availability Survey: Draft Methodology (August 2008)

- 4.9. The Joint Officer Group will additionally nominate representatives from other appropriate bodies who can provide expert input into the process and appropriate local community representatives to sit on the Stakeholder Panel.

**D: The resources for the project – within the Local Planning Authority(s) and the partnership**

- 4.10. It is anticipated that relevant officers within each local authority will undertake the majority of the preparation of the SHLAA reports. External consultants may be engaged for some elements of the work particularly SHLAA Stage 7. If consultants are used, adopted procedures will ensure a consistency of approach across the HMA.

- 4.11. Expertise from the partner authorities will be utilised for such elements as site identification, collation of information, and critical assessment of sites prior to their consideration by the Stakeholder Panel. In accordance with SHLAA Guidance, it is intended that, for each partner authority, an Officer Level Project Team will be set up to deliver the individual SHLAA Reports. The make-up of this team is likely to vary between authorities, but is likely to include:

- Planning Manager
- Planning Policy Officers
- Senior Development Control Officers

- 4.12. The Project Team will secure additional advice from experts as required. It is likely that these areas of expertise will include:

- Housing
- Arboriculture
- Contaminated Land
- Highways (County Council and Highways Agency)
- Flooding (Environment Agency)
- Biodiversity (Natural England / Devon Wildlife Trust / Somerset Wildlife Trust)

**E: The management and scrutiny arrangements including who is responsible for what and who makes the decisions**

- 4.13. The approach to the preparation of the SHLAA will be open to scrutiny through public consultation on the draft methodology. This consultation will provide the opportunity for key stakeholders including the Home Builders Federation, to provide comment on the proposed approach.

- 4.14. Each partner authority will agree the draft methodology, the finalised methodology and the final SHLAA Report through the usual Council democratic processes. The final results will additionally be reported to the Stakeholder Panel and to the Northern Peninsula Housing Market Partnership.

- 4.15. The Stakeholder Panel will provide additional scrutiny through the independent assessment of sites in terms of suitability and deliverability, and also through comment on the draft SHLAA reports prior to adoption.

- 4.16. The individual SHLAA Reports adopted on a Local Authority basis will form part of the evidence base for the preparation of LDF documents. As such, the findings of the

SHLAA will be open to further scrutiny through the process of preparing the individual LDF documents.

- 4.17. The preparation of the individual SHLAA reports will be subject to the usual Member scrutiny processes of the individual partner authority.

**F: How will the quality of the project work be ensured?**

- 4.18. Scrutiny will be undertaken by the Stakeholder Panel, partner authority Officers (Senior Officers from each partner authority), partner authority Members and through wide consultation on a draft methodology.

**G: The work programme and project milestones, taking into account resources, timings of the relevant plans or assessments of 5 year supply of specific deliverable sites, or other evidence gathering exercises, such as the employment land review.**

- 4.19. The work programme and milestones will vary between the partner authorities. Work will incorporate the results of the most up-to-date annual Housing Land Availability (HLA) surveys and five-year land supply assessments<sup>12</sup>.

**Stage 2: Determining which sources of sites will be included in the Assessment**

- 4.20. The SHLAA will seek to maximise appropriate sources of housing potential. It will be necessary to consider sites presented in the planning process as well as new opportunities proposed within Government guidance<sup>13</sup>. Table 5, identifies sources within and outside the planning process that should be included in the SHLAA.

**Table 5: Sources of sites with potential for housing**

**Sites in the planning process**

Land allocated (or with permission) for employment or other land uses, which are no longer required for those uses.

Existing housing allocations and site development briefs.

Unimplemented/outstanding planning permissions for housing.

Planning permissions for housing that are under construction.

Sites where planning permission will be granted subject to the completion of a Section 106 agreement.

Sites identified by the Local Planning Authority or put forward by others as potential options for development in a draft Development Plan Document.

**Sites not currently in the planning process**

Vacant and derelict land and buildings in appropriate locations.

Surplus public sector land in appropriate locations.

Land in non-residential use, which may be suitable for re-development for housing, such as commercial buildings or car parks, including as part of mixed-use development.

Additional housing opportunities in established residential areas, such as under-used garage blocks.

Large scale redevelopment and re-design of existing residential areas.

Sites within or well related to rural settlements.

Urban extensions or freestanding settlements.

<sup>12</sup> Planning Policy Statement 3: Housing, Paragraph 60 (DCLG, November 2006)

<sup>13</sup> Strategic Housing Land Availability Assessments Practice Guidance (DCLG July 2007)

4.21. The above listing sources are considered sufficiently extensive to form the basis for the preparation of the SHLAA reports. If further sources are used they will be identified in the individual SHLAA reports of the partner authorities.

### Selection of Appropriate Land

4.22. SHLAA practice guidance notes that for sites to be considered suitable they should contribute to the creation of sustainable, mixed communities. In determining the suitability, the guidance notes that consideration should be given to 'policy restrictions - such as designations, protected areas, existing planning policy and corporate, or community strategy policy'.

4.23. As such, all potential sites brought to the attention of the partner authorities will be assessed through a two-stage process, which is set out in Appendix 1. Stage A will assess fundamental site suitability criteria and will discount sites in locations that are wholly unsuitable for housing development whilst Stage B will examine the detailed site constraints. The individual SHLAA reports will identify and justify any sites that have been discounted through the assessment process. Table 6 identifies the locations that are deemed wholly unsuitable for housing development.

<b>Table 6: Locations considered to be wholly unsuitable for housing development</b>	
<b>Location</b>	<b>Justification</b>
<p>Sites may be considered unsuitable for housing development if they do not accord with strategically appropriate locations through:</p> <ul style="list-style-type: none"> <li>• A "saved" adopted Development Plan where this may not preclude decisions on future strategies for delivering housing objectives in accord with emerging new Regional Spatial Strategy for the South West,</li> <li>• Existing or emerging policies of the Regional Spatial Strategy (currently Policy A, B or C), or</li> <li>• Policies within existing or emerging Core Strategy Development Plan Documents of the relevant partner authority.</li> </ul>	<p>Development in locations unrelated to settlements defined through existing/emerging development plan policies may not contribute towards the creation of sustainable, mixed communities.</p>
<p>Land within areas identified as Flood Risk Zone 3b</p>	<p>National Policy<sup>14</sup> advises that only water compatible uses and essential infrastructure that has to be there should be permitted in these areas.</p>
<p>Land within a Special Area of Conservation, a Special Protection Area, RAMSAR site or a Site of Special Scientific Interest</p>	<p>National Policy<sup>15</sup> advises against development that would have an adverse impact on these nationally or internationally important conservation interests.</p>

<sup>14</sup> Planning Policy Statement 25: Development and Flood Risk

<sup>15</sup> Planning Policy Statement 9: Biodiversity and Geological Conservation (ODPM 2005)

- 4.24. Whether sites may be found unsuitable due to strategic policy considerations will be largely dependant on the stage reached in the preparation of development plan documents. Where there is an up-to-date / recently adopted development plan this may constrain the area of search for potential sites within the plan period. Where there is no up-to-date / recently adopted plan the area of search may be broad so that the local planning authority is in the best possible position when it comes to decide its strategy for housing delivery.
- 4.25. Further details of the approach to individual constraints can be found in Appendix 3 to this document.

### Stage 3: Desktop review of existing information

- 4.26. The information sources listed in Table 7 will be used to identify sites with the potential for delivering housing. During this stage each partner authority will provide stakeholders and the wider community with an opportunity to identify potential sites for assessment through a public 'Call for Sites'. It is the intention that the SHLAA will be a comprehensive assessment of potential housing opportunities across the local authority area and as such it will consider potential for housing development in and around as many settlements as possible.
- 4.27. In accordance with Government Guidance<sup>16</sup> all potential housing sites will be mapped on GIS or paper at 1:1250.

<b>Table 7: Data sources to identify potential housing sites</b>	
<b>Type</b>	<b>Purpose</b>
<b>Sites in the planning process</b>	
Site allocations not yet the subject of planning permission	To identify sites. All such allocations will be identified. This will include sites identified as options for housing development through saved Local Plan policies and emerging Development Plan Document.
Planning permissions/sites under construction (particularly those being developed in phases)	To identify sites. All sites will be identified.
Site specific development briefs	To identify sites and any constraints to delivery. All sites will be identified.
Planning application refusals	To identify sites – particularly those applications rejected on grounds of prematurity. A threshold of 5 units or 0.1 hectares will be applied. Permissions refused for housing within the last three years only will be analysed.
Expired planning permissions that have not been superseded	To identify sites subject to expired planning permissions for residential use; within the last 5 years and that have not been replaced by any subsequent permission. A threshold of 5 units or 0.1 hectares will be applied.
Dwelling starts and completion records	To identify the current development progress on sites with planning permission. All sites will be identified.

<sup>16</sup> Strategic Housing Land Availability Assessments Practice Guidance (DCLG July 2007)

<b>Other sources of information that may help to identify sites</b>	
Publicity drive for landowners to express an interest in developing land	To identify sites. This could be through local advert, open letter to landowners/developers or where a particular Development Plan Document has been published for public participation this may in itself be sufficient publicity, as sites will have been promoted through this process.
Local Planning Authority Urban Capacity Study	To identify buildings and land, and any constraints to delivery. All sites will be identified.
Local Planning Authority Empty Property Register	To identify vacant buildings. All sites will be identified.
English House Condition Survey	To identify buildings. All sites will be identified.
National Land Use Database	To identify buildings and land, and any constraints to delivery. All sites will be identified.
Register of Surplus Public Sector Land	To identify buildings and land. All sites will be identified.
Local Planning Authority Employment Land Review	To identify surplus employment buildings and land. All sites will be identified.
Valuation Office database	To identify vacant buildings. All sites will be identified.
Local Planning Authority vacant property registers (industrial and commercial)	To identify vacant buildings. All sites will be identified.
Commercial property databases e.g. estate agents and property agents	To identify vacant buildings and land. All sites will be identified.
Sites identified in Parish Plans and Village Appraisals	To identify land.
Local knowledge of Local Authority officers	To identify land and buildings.
Local knowledge of Rural Housing Enablers	To identify land and buildings.
Ordnance Survey maps	To identify land.
Aerial photography	To identify land.

### Thresholds

- 4.28. The SHLAA process will potentially identify a significant number of sites, which will require a resource intensive process to visit and ascertain suitability. Historic counts<sup>17</sup> from residential land monitoring indicate that a significant amount of new housing delivery takes place on small sites, typically windfall sites within urban areas.

<sup>17</sup> Local Planning Authority based Annual Land Availability Accounts

4.29. Due to their nature, these sites are difficult to identify and even more difficult to appraise. As such it is considered that it would be impractical to survey all such sites. It is therefore proposed that a **minimum site size threshold should be set at 5 dwellings (gross) or 0.1 hectares. The applied threshold will be lower for Exmoor National Park given the nature of the authority housing requirement for small size affordable housing developments.**

4.30. It is proposed that sites with planning permission and under construction that fall below this threshold are not excluded from the SHLAA process but that agreement is sought with the house building/ property industry as to the proportion of such sites that will be developed within 5 years. This will be determined through an analysis of past delivery trends.

### **Call for Sites**

4.31. During stage 3 of the Assessment, each partner authority will contact known interests and request the formal submission of potential sites. In addition, a press release will be issued to local newspapers and information placed on the Council's websites to inform parties not currently known to the partner authorities and offer the opportunity to present sites for consideration.

### **Stage 4: Determining which sites and areas will be surveyed**

4.32. Practice guidance states that all sites identified in Stage 3 should be visited to aid the robustness of the Assessment. However, this may not be possible given available resources and the potential significant number of identified sites. Where a site is under construction, Building Control records can be used to determine progress. Sites identified in Stage 3 that fall within "excluded" categories can be excluded from further assessment.

4.33. A detailed assessment pro-forma will be prepared for each identified site with its location and 1:1250 site plan (see Appendix 1).

4.34. In addition to the sites identified in Stage 3 (across the entire partner authority areas), a detailed review will be undertaken of the main settlements to identify any additional potential sites. The settlements selected for review are defined on the basis of current development plan policies and the list of towns is set out below.

- North Devon: Barnstaple, Ilfracombe, South Molton and Braunton
- Torridge: Bideford / Northam, Great Torrington and Holsworthy
- West Somerset: Minehead

4.35. These are the settlements where the majority of development has been historically focused and where it is anticipated to continue in the future on the basis of current and emerging policy. It is anticipated that any street-by-street survey will be focused on areas where there is considered to be the greatest potential for identifying appropriate housing sites.

4.36. Where it is considered there may be the potential for significant unidentified housing development, in other settlements not included in the above list, then a detailed survey may be additionally undertaken.

4.37. Due to the special circumstances and the significance of affordable housing needs within Exmoor National Park, Exmoor National Park Authority will be undertaking a



review of its main settlements including Dulverton, Porlock, Lynton, Lynmouth and other settlements.

#### **Stage 5: Carrying out the survey**

- 4.38. The survey work will be undertaken by Planning Officers from the partner authorities. All persons involved in site survey work will be briefed to ensure they follow consistent practice in recording information. Survey work may be shared between authorities where this makes best use of available resources.
- 4.39. A copy of the site assessment proforma can be found in Appendix 1 to this document. All information will be collated and transferred into a bespoke SHLAA site management database.

#### **Stage 6: Estimating the housing potential of each site**

- 4.40. A combination of methods will be used to estimate the housing potential of each site:
- Existing Information
  - Density Multiplier
  - Contextual Approach
  - Urban Design Approach
- 4.41. The method selected will be dependant upon the availability of existing information and the nature and location of individual sites and their surrounding area. The partner authority will apply the most appropriate approach or combination of approaches dependant upon the site. The methods will be supported by advice from the Stakeholder Panel on estimating appropriate housing potential.

#### **Existing Information**

- 4.42. Where existing and up-to-date information relating to a site is publicly available this will be used. Examples include: sketch schemes submitted as part of pre-application discussions or an outline planning application, where detail has been provided through a development brief or Master Planning work and where concept plans have been prepared for Development Plan Documents.

#### **Density Multiplier**

- 4.43. For straightforward sites, with no obvious constraints, a density multiplier will be used to estimate housing potential. The draft revised RSS (Policy H2) requires Local Planning Authorities to: aim to achieve a target net density of 40 dph for all new housing within the HMA area, deliver housing development in the range of 40-50 dph within SSCT's, increasing in the most accessible locations and to promote net densities of 50 dph or more in planned urban extensions.
- 4.44. Within Exmoor National Park it would be inappropriate to define a density multiplier given the scale of development consistent with the National Park designation.
- 4.45. Leading on from above, where a density multiplier is utilised to estimate housing potential, a series of assumptions will be used to define the appropriate density for a location and also to calculate the ratio of gross to net site area. Assumptions used during the site assessment process will be endorsed by both the joint officer group and the members of the stakeholder panel and will be kept under review. Details of the current assumptions can be found in Appendix 5. If this approach is not considered appropriate the following contextual approach will be used.

### Contextual Approach

- 4.46. If through site assessment it is considered that the assumptions are not appropriate then a brief analysis will be undertaken. The analysis will relate to the character of the surrounding built form and landscape with the aim of producing an estimate of the density that would be achievable on the subject site.
- 4.47. Such an approach is more appropriate for Exmoor National Park where the key consideration will be to ensure that densities are appropriate to secure the conservation and enhancement of the National Park. This work will be informed by existing information on comparable sites.

### Urban Design Approach

- 4.48. For large complex sites, a design approach will be applied. This approach will consider suitable densities and mix of uses derived from an individual assessment based on site characteristics and the surrounding area including potential constraints. For example, the impact on listed buildings or biodiversity, and the need for green infrastructure, access roads or landscaping.

### Stage 7: Assessing when and whether sites are likely to be developed

- 4.49. The purpose of this stage is to assess whether a site is deliverable, developable or not currently developable for housing.
- 4.50. To be considered:
- **deliverable** – a site is available now, offers a suitable location for housing development now and there is a reasonable prospect that housing will be delivered on the site within 5 years from the date of adoption of the plan; and
  - **developable** – a site should be in a suitable location for housing development, and there should be a reasonable prospect that it will be available for and could be developed at a specific point in time.

### Stage 7a: Assessing suitability for housing

- 4.51. A site is suitable for housing development if it offers a suitable location for development and would contribute to the creation of sustainable mixed communities. Sites allocated in existing plans for housing or with planning permission for housing will be regarded as suitable unless there have been subsequent changes in circumstances which may affect this position.
- 4.52. The assessment of suitability will be carried out using a Proforma split into two stages, A and B.
- 4.53. Stage A appraises suitability in terms of:
- conformity with the strategic plan in respect of **development distribution** and hierarchy,
  - impact on **biodiversity**; and
  - potential **flood risk**.

4.54. This is related to the types of land to be excluded from each SHLAA, which are identified in paragraphs 4.22 to 4.25. Where land fails to satisfy the criteria in Stage A it will be excluded from further consideration.

4.55. Stage B appraises the suitability of the site in terms of:

- **physical problems or limitations** such as access, infrastructure, ground conditions, flood risk, hazardous risks pollution or contamination;
- **potential impacts on landscape** features, nature conservation and the historic environment;
- **likely on and off-site infrastructure** requirements; and
- **environmental conditions** in terms of compatibility with existing or proposed adjoining uses.

4.56. The site suitability framework is attached at Appendix 1.

### **Stage 7b: Assessing Availability for Housing**

4.57. A Proforma (Appendix 3) will be used to identify legal/ownership problems, what the intentions of the owner are and the rate at which and by when a developer intends the site to be developed. This Proforma will be sent to landowners and developers as part of the request for potential sites and copies will be sent to landowners and agents for sites that already have planning permission or that are identified through Stage 3.

### **Stage 7c: Assessing achievability for housing**

4.58. The achievability of a site will be determined by whether there is a reasonable prospect that housing will be developed on the site at a particular point in time. This will be affected by the market conditions at that time, the costs associated with undertaking the development and how long it takes to deliver the schemes. At this stage, the partner authority will make clear, for each site, whether there are likely to be abnormal costs relating to infrastructure, and what requirements may exist for the provision of affordable housing, open space and other community facilities or biodiversity considerations to make development acceptable in sustainability terms.

4.59. A Stakeholder Panel will consider the likelihood of housing development taking place on sites identified through the SHLAA process. This advice will help the Local Authority to determine the “achievability” of each site.

4.60. Each partner authority may choose to supplement the Stakeholder Panel responses through the use of residual valuation models to help determine whether housing is an economically viable prospect for a particular site. Where a valuation model is used this will be made clear in the preparation of each SHLAA report.

4.61. Government guidance<sup>18</sup> indicates that delivery factors are a key consideration in assessing the achievability of potential sites. The guidance notes<sup>19</sup> that factors will include:

- Developer's own phasing plans;
- Realistic build out rates on larger sites (including likely earliest and latest start and completion dates);

<sup>18</sup> Strategic Housing Land Availability Assessments Practice Guidance (CLG, 2007)

<sup>19</sup> Strategic Housing Land Availability Assessments Practice Guidance (CLG, 2007, para 42)

- Whether a single developer or several developers are involved;
- What housing products are being offered; and
- What is the size and capacity of the developers.

4.62. Guided by the expert advice of the stakeholder panel a series of assumptions in relation to the above factors will be utilised in assessing the achievability of individual sites. The assumptions used during the process will be endorsed by both the joint officer group and the members of the stakeholder panel and will be kept under review. Details of the current assumptions can be found in Appendix 5.

#### **Stage 7d: Overcoming constraints**

4.63. Where constraints are identified through the site suitability assessment, the relevant partner authority will identify necessary mitigation measures, which will be discussed with the Stakeholder Panel. Issues identified and ways of overcoming constraints will be discussed by the Joint Officer Group to ensure a consistent approach is undertaken.

#### **Stage 8: Review of the Assessment**

4.64. It is proposed that the SHLAA will be reviewed and maintained by officers of each partner authority on an annual basis, so as to maintain a 5-year supply of deliverable housing sites, in line with the requirements of PPS3.

4.65. Each partner authority will maintain a database of site information for all appraised sites. As part of the Annual Monitoring Report (AMR) process each site will be reviewed to identify progress towards development and report on the status of recognised development constraints. Where previously unidentified sites are granted planning permission they will be added to the database and housing trajectory.

4.66. Where there is evidence of sites not coming forward for development as expected the SHLAA can assist the review of Development Plan Documents and provide evidence where it may become necessary to allocate sites for housing in order to maintain a 5 year supply of deliverable sites.

4.67. Housing trajectories will be produced for each area where an RSS provision is made, showing details of the expected delivery of housing sites for the next 5, 10 and 15 year periods.

4.68. Given the RSS requirement that housing within Exmoor National Park should be strictly for local need it is unlikely that a trajectory will be appropriate for the National Park area.

#### **Stage 9: Identifying and assessing the housing potential of broad locations (where necessary)**

4.69. Broad locations are areas where housing development is considered feasible and will be encouraged but where specific sites cannot yet be identified. This option will only be used where following a review of the SHLAA (Stage 8) insufficient sites can be identified to meet RSS needs.

4.70. Where emerging DPD's or the RSS have indicated locations for growth these will be included within Stage 4.

4.71. Examples of broad locations include:

- within and adjoining settlements – for example, areas within settlements where housing development is or could be encouraged, and small extensions to settlements; and,
- outside settlements – for example, major urban extensions, growth points, growth areas, new free standing settlements and eco-towns (the need to explore these will usually be signalled by the RSS) There are currently no growth points or potential eco-towns identified within the partner authority areas of the Northern Peninsula Housing Market Area.

4.72. Where broad locations are examined by an authority the justification for this approach will be made clear. If broad locations are identified the estimates of housing potential will need to have regard to:

- the draft revised RSS (including reference in Policy H2 to achieve net densities in the range of 40 - 50 dph, and at least 50 dph in the most accessible locations or within SSCT urban extensions);
- the nature and scale of opportunities within the broad location; and
- market conditions.

#### **Stage 10: Determining the housing potential of windfall**

4.73. Windfall allowances will not be used unless there are clearly justified local circumstances (such as the area within Exmoor National Park). If used, a windfall allowance will be broken down into its different constituent parts (e.g. infill development, or building conversions). Past build rates from these sources (over the last 10 years) will be used to make an informed decision of likely future rates. Care will be taken to avoid double counting.

## 5. THE STAKEHOLDER PANEL

- 5.1. A Stakeholder Panel of representatives from the house builders industry, estate agents and local consultants will be established to apply expert knowledge to the process. The Panel is also expected to include agencies with a recognised interest in the sub region, such as the Environment Agency and Natural England and also appropriate community representatives.
- 5.2. It is intended that a single Stakeholder Panel will be used across all partner Local Authorities which may be varied only to include a small number of locally representative members. The Panel Members will be subject to a Constitution and work under strict Terms of Reference. The Constitution and Terms of Reference can be found in Appendix 4.
- 5.3. Nominations for Stakeholder Panel representatives were invited during the consultation on the draft methodology. Final selection of Panel representatives will be made by the established Joint Officer Group in accordance with the selection process outlined in Annexe 1.
- 5.4. The Stakeholder Panel will be provided with the following opportunities for involvement:
  - To consider and give advice on the final wording of the Methodology for preparing SHLAAs in the sub-region for publication by the partner authorities;
  - To consider and give advice and opinions on the findings of the initial assessment undertaken by each partner authority of the “suitability” and “availability” of potential housing sites in its planning administrative area;
  - To assess the “achievability” of potential sites for housing which are being assessed for the purpose of each SHLAA; and
  - To consider and give advice and opinions on the SHLAA report prior to its consideration and approval by the partner authority.

## **6. WHAT NEXT?**

- 6.1. This methodology sets out the approach that will be followed by Exmoor National Park Authority, North Devon Council, Torrington District Council and West Somerset Council in preparing SHLAA reports to cover their geographic areas. The methodology is also intended to be consistent and compatible with the methodologies of surrounding authorities.
- 6.2. The methodology will be kept under review by the partner authorities to take account of any appropriate requirements, guidance or best practice. If fundamental revisions are proposed then further opportunity for public comment will be provided.

**APPENDIX 1: INDICATIVE SITE ASSESSMENT FRAMEWORK / PROFORMA**

**STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT**  
**SITE ASSESSMENT PROFORMA**

**REF: SHA/**

<b>SITE DETAILS</b>					
SHLAA Reference		Promotions (SHA/PRO./...)			
Settlement					
Address					
Postcode					
OS Grid Reference		E		N	
Parish		Ward			
Site Area (Gross / ha)					
Source:					
<b>SITE DESCRIPTION</b>					
<i>Brief description of the site, including details of its setting and context:</i>					
<b>FURTHER INFORMATION</b>					
<b>Greenfield / Brownfield</b>					
New build / Conversion					
Current Land Use(s) <i>Including relevant historic uses</i>					
Planning Status None / Proposal / Allocation / Pre-app / Outline / Full					
Pertinent Planning Information <i>References, history, under construction, etc.</i>					
<b>ADMIN</b>					
Assessing Officer					
Site Visit Date (DD/MM/YY)		Photos (Y/N)			
Processed (DD/MM/YY INIT)					
Scanned (DD/MM/YY INIT)					



**STAGE A – SITE SUITABILITY (I)**

**LOCATIONS THAT ARE UNSUITABLE FOR HOUSING DEVELOPMENT**

**CONFORMITY WITH STRATEGIC POLICY FOR DEVELOPMENT DISTRIBUTION**

*Detail whether the site is within or well related to a settlement that conforms with the strategic policies for the distribution of development (including "saved" Development Plan, RSS (emerging or adopted) and Core Strategy (emerging or adopted).*

***(Discount sites that do not comply with strategic distribution strategies)***

**NATIONAL AND INTERNATIONAL BIO / GEODIVERSITY**

*Detail whether site falls within / or where development is likely to cause significant harm to a Special Area of Conservation (SAC), Special Protection Area (SPA), RAMSAR Site, or Site of Special Scientific Interest (SSSI):*

***(Discount sites that fall within, or where development is likely to cause harm to any of the above)***

**FLOODING**

Details of flood risk, including proportion of site within any flood zones and any impacts of watercourses, coastal or flood defences:

***(Discount sites that lie within Flood Zone 3b - functional flood plain)***

**STAGE A STATUS**

Tick (✓) the appropriate box(es) to indicate if the site **PASSES** each Stage A assessment criteria:

Development Distribution	<input type="checkbox"/>	Bio / geodiversity	<input type="checkbox"/>	Flooding	<input type="checkbox"/>
--------------------------	--------------------------	--------------------	--------------------------	----------	--------------------------

Tick (✓) the appropriate box to indicate the Stage A conclusion:

No Further Consideration	<input type="checkbox"/>	Carry to Stage B	<input type="checkbox"/>
--------------------------	--------------------------	------------------	--------------------------

**STAGE A CONCLUSION**

**PASSED → GOTO STAGE B**

**FAILED → GOTO JUSTIFICATION AND CONCLUSION**

**STAGE B – SUITABILITY ASSESSMENT (II)**

**DETAILED SUITABILITY & AVAILABILITY ASSESSMENT**

**FURTHER ENVIRONMENTAL CONSIDERATIONS**

**LOCAL BIODIVERSITY**

What is the impact upon any further important site(s) or upon the habitat of any protected flora or fauna (Local Nature Reserves, wildlife corridors, etc)?

**LANDSCAPE**

What would be the impact of development on landscape character (AONB, AGLV, etc.)?

**BUILT ENVIRONMENT**

What would be the impact on the historic environment (setting and / or character of a Listed Building, Scheduled Ancient Monument, sites on the Sites and Monument record, Conservation Area, Historic Park and Garden, etc.)?

**SITE CONSTRAINTS**

**SITE FEATURES**

Are there any topological constraints on the site? Is there evidence of contamination or instability, underground or overhead services?

**TREES AND HEDGEROWS**

What would be the impact upon any trees or hedgerows (including those covered by TPOs)?

**LAND STATUS**

Is the site Greenfield or brownfield? Are there any existing structures? Is it good quality agricultural land?

**COMPATABILITY**

Would development for residential use be compatible with existing and / or proposed surrounding uses?

**RESOURCES****MINERAL RESOURCES**

Would development of the site result in sterilisation of mineral resources? Is the site within a designated minerals safeguarding area?

**AIR QUALITY**

What would be the impact of development on air quality (including impacts on any designated Air Quality Management Areas)?

**LIGHT POLLUTION**

Is the site likely to generate inappropriate levels of light pollution?

**ACCESSIBILITY****ACCESS TO PUBLIC TRANSPORT\***

What access does the site offer to public transport (details of distance, services, frequency and destinations)?

**ACCESS TO SERVICES AND FACILITIES\***

What access does the site offer to services and facilities both locally and accessible at higher order centres?

**HIGHWAY ACCESS**

Can adequate access be provided from a highway?

**PUBLIC RIGHTS OF WAY (PROW) / PEDESTRIAN AND CYCLE LINKS**

Are there any Public Rights of Way (PROW) on or adjacent to the site? Is there pedestrian and cycle access to the site or could it be provided?

\* please note that for rural communities or local needs affordable housing accessibility issues will not preclude sites from further consideration

**DEVELOPMENT CONSIDERATIONS****OPEN SPACE / RECREATIONAL FACILITIES**

Would development of the site result in the loss of open space / recreational facilities? Could replacement provision be accommodated?

**EMPLOYMENT LAND**

Would development of the site result in the loss of existing or future employment land? Could replacement provision be accommodated?

**OTHER DEVELOPMENT PLAN DESIGNATIONS**

Are there any further development plan designations covering the site that could impact on development?

**INFRASTRUCTURE CAPACITY**

Is the site adequately served by existing infrastructure? If not, what improvements would be required? (Includes consideration of local and strategic highway network, education, water, drainage and sewerage, health and any other appropriate infrastructure)

**OTHER CONSIDERATIONS**

Is there anything else that could impact on the suitability of the site to deliver housing development?

**SITE AVAILABILITY & DELIVERY****HOUSING CAPACITY**

Proposed Land Uses:							
Capacity Estimation Method: Tick (✓) appropriate selection	Existing Information		Density Multiplier		Contextual		Urban Design
Net Developable Area (ha):				Density Assumptions:			
Estimated Dwelling Capacity:							
Capacity Notes: Brief details of the approach used to calculate site capacity							

**CONTRIBUTIONS**

Based on the estimated level of development, what would be the expected level of contributions? (Affordable housing, recreational open space, education, highways, etc.)

<b>AVAILABILITY</b>							
Availability Status:	Unknown			Unavailable			
	Being Marketed			Developer Option			
	Developer Ownership			Under Construction			
Summary of site availability information including ownership, legal issues, ransom strips, etc.:							
Anticipated Availability: (YYYY)							
<b>ACHIEVABILITY</b>							
Commentary on achievability - viability, market, cost and delivery factors:							
Anticipated Commencement: (YYYY)				Duration of Construction:			
Comments on potential delivery rates, phasing, etc.:							
<b>JUSTIFICATION AND CONCLUSION</b>							
The site is considered (tick (✓) the boxes that apply):							
Suitable		<input type="checkbox"/>		Available		<input type="checkbox"/>	
				Achievable		<input type="checkbox"/>	
Include within SHLAA Supply				Discount from SHLAA Supply			
<input type="checkbox"/>				<input type="checkbox"/>			
Provide short summary conclusion and justification about site suitability and availability:							
<b>OVERCOMING CONSTRAINTS</b>							
If applicable, what opportunities are there to overcome any constraints and enable site delivery?							
<b>POTENTIAL YIELD</b>							
0-5 Years		5-10 Year			10-15 Years		
<b>POTENTIAL HOUSING TRAJECTORY</b>							
Provide details of anticipated annual dwelling completions:							
2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25

**APPENDIX 2: INDICATIVE SITE PROMOTION PROFORMA**

Partner Authority Logos Here

<b>For official use only</b>	
Ref:	_____
Rec'd:	_____
Acknl:	_____
Pracd:	_____
XXX XXX	

XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX

**STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT**

**POTENTIAL HOUSING SITE**

**SUBMISSION FORM**

**Please complete the form clearly and legibly with only one site promoted per form**

**Submissions must be received by XXXXXXXXXXX XXXXXXXXXXX XXXXXXXXXXX, as appropriate by site location, by 5pm on 1<sup>st</sup> April 2009**

**DATA PROTECTION AND FREEDOM OF INFORMATION**

We need your permission to hold your details on our database. As such we would be grateful if you could sign the declaration shown below.

This information is collected by XXXXXXXX XXXXXXXXXXXXXX XXXXXXXX as data controllers in accordance with the data protection principles in the Data Protection Act 1998. The purposes for collecting this data are:

- to assist in the preparation of a Strategic Housing Land Availability Assessment;
- to support the process of community planning and the preparation of the Local Development Framework; and
- to contact you, if necessary, regarding the answers given on this proforma.

The above purposes may require public disclosure of any data received by XXXXXXXXXXX XXXXXXXXXXXXXXXXXXX XXXXXXX on the proforma, in accordance with the Freedom of Information Act 2000.

**DISCLAIMER**

The assessment of potential housing sites in terms of deliverability and developability through the SHLAA process and the identification of potential housing sites within the local authority SHLAA report does not indicate that planning permission will be granted for housing development, nor that the site(s) will be allocated for new housing development in Development Plan Documents.

Planning proposals on sites identified within the local authority SHLAA report will be judged on their merits against relevant development plan proposals unless material considerations indicate otherwise. The SHLAA report may represent a material consideration in the determination of planning proposals.

**DECLARATION**

**Submission of Information**

**I understand that the information contained in my submission may be made available for public viewing through the preparation and publication of the SHLAA and acknowledge that I have read and accept the information in the disclaimer above.**

**Data Protection and Freedom of Information**

**I agree that XXXXXXXXXXX XXXXXXXXXXX can hold the contact details and related site information and I understand that they will only be used in relation to matters detailed above.**

Signed:

\_\_\_\_\_

Date:

\_\_\_\_\_

**REPRESENTATIONS ON FORMS THAT ARE NOT SIGNED AND DATED WILL NOT BE ACCEPTED**

## 1. SITE VISIT

It may be necessary for planning officers to visit the site to enable full assessment. By completing and returning this proforma you consent to Officers of the Council (or their representatives) visiting the site in order to make this assessment. Site visits will be conducted unaccompanied wherever possible.

Where there are reasons why an unaccompanied site visit is not practicable (for instance where the site is secured and not visible from a public highway), please indicate below so that alternative arrangements for a site visit can be made as appropriate.

The reason(s) that an unaccompanied site visit is not possible is/are:

The name (and contact details if different to those shown below) of the person that should be contacted to arrange an accompanied site visit is:

## 2. SITE DETAILS

Site Address:

Site Postcode:

Site is within: Torridge  North Devon

Site Grid Ref:

Site Size (ha):

Area suitable for  
Development (ha):

Is the site in:

Single Ownership   
Multiple Ownership

If in multiple ownership please specify  
the number of landowners:

**PLEASE ATTACH AN UP-TO-DATE MAP (1:1250 or 1:2500 SCALE) OR AERIAL PHOTOGRAPH OUTLINING THE PRECISE BOUNDARIES OF THE SITE IN ITS ENTIRETY AND THE PART THAT MAY BE SUITABLE FOR HOUSING (IF THIS IS LESS THAN THE WHOLE)**

**WITHOUT THIS MAPPED INFORMATION THE SITE WILL NOT BE REGISTERED OR ASSESSED**

### 3. ABOUT YOU

Are you:  
(tick all that apply)

The Land Owner   
Acting on behalf of Land Owner   
Independent Third Party

Planning Agent   
Registered Social Landlord   
Developer

If third party or other please specify:  
(i.e. Parish Council, developer, etc.)

### 4. YOUR DETAILS (PROMOTER, AGENT OR OTHER THIRD PARTY) *(if applicable)*

Title:  First Name:

Surname:

Position:

Organisation:

Address:

Postcode:

Email:

Telephone:

Fax:

### 5. LANDOWNER DETAILS

*(If site is in multiple ownership please provide details on an additional supplementary form)*

Title:  First Name:

Surname:

Position:

Organisation:

Address:

Postcode:

Email:

Telephone:

Fax:



**6. LOCAL DEVELOPMENT FRAMEWORK UPDATES**

Would you like to receive further updates on the Local Development Framework?

No

Yes

If so, how would you prefer to be contacted in the future?

Email

Post

**7. CURRENT AND POTENTIAL LAND USES**

What is/are the current use(s) of the site:

*(If the site is currently vacant or derelict please also provide details of any previous use if known)*

Are there any existing planning permissions on any part of the site?

Yes  No

If so, please provide details including reference numbers if available:

What type of development do you think the site is suitable for?

Housing Development

Mixed Development incorporating Housing

Development Other than Housing

*If mixed or other, please specify other uses:*

How many dwellings do you think could be accommodated on the site (and of what type)?

Total:

Houses:

Flats:

**WHY NOT SUBMIT YOUR SITE DETAILS ONLINE AT [HTTP://XXX.XXXXXXXXXXX.GOV.UK](http://xxx.xxxxxxxxxxx.gov.uk)**

## 8. POTENTIAL CONSTRAINTS

To the best of your knowledge are there any constraints that might impact on the site being developed (*if so please provide appropriate details*):

**Access Difficulties:**  
(*e.g. Road network, site entrance location, etc.*)

--

**Existing Local Plan Policies:**

--

**Trees / Hedgerows:**

--

**Topography:**

--

**Local Character:**

--

**Ownership Issues:**  
(*including multiple ownership, ransom strips, etc.*)

--

**Legal Issues:**  
(*e.g. Covenants, etc.*)

--

**Contamination / Pollution:**

--

**Environmental Designations:**  
*(including public rights of way)*

**Flood Risk:**

**Infrastructure Requirements:**

**Market Viability:**

**Other Considerations:**

**Do you believe the constraints on the site can be overcome, if so please explain:**

**9. AVAILABILITY**

Is the site immediately available for development? No   
Yes

If the site is immediately available for development, is it:  
Currently for sale and being marketed (by a land agent)   
Subject to an "option" to purchase by a developer   
In the ownership of a developer   
Other

If other, please specify

If the site is not immediately available for development, over what broad timeframe do you think it could become first available for development:

By the end of March 2014   
Between April 2014 and March 2019   
Between April 2019 and March 2024   
After April 2024

If you anticipate that the site might become available for development in the next ten years, what would be your best estimate of a more precise year:

Before the end of March 2009   
Between April 2009 and March 2010   
Between April 2010 and March 2011   
Between April 2011 and March 2012   
Between April 2012 and March 2013   
Between April 2013 and March 2014   
Between April 2014 and March 2015   
Between April 2015 and March 2016   
Between April 2016 and March 2017   
Between April 2017 and March 2018   
Between April 2018 and March 2019

Once development has commenced, how many years do you think it will take to develop the site:

Please provide details of likely phasing if known (i.e. periods and number of dwellings):

**10. OTHER INFORMATION**

Please specify any other information that you believe we should be aware of when assessing the site:

**THANK YOU**

Please complete and return your site submission to XXXXXXXXXXXX XXXXXXXX XXXXXXXXXXXX, as appropriate by site location, by XXX XXXXX XXXX

Ensure that your submission includes:

- A completed and signed site submission form
- An appropriate map or aerial photograph showing precise site boundaries
- Additional landowner information supplement (if required)
- Appropriate supporting material (optional)

XXXXXXXXXX  
XXXXXXXXX  
XXXXXXXXXXXXXXXXXX  
XXXXXXXXXX  
XXXXXX  
XXXX XXX

Contact: XXXXXXXXXXX XXXXXXXXXXXXX

Telephone: 01234 567890

Email: [abc@def.ghi](mailto:abc@def.ghi)

Online: [www.def.ghi](http://www.def.ghi)

XXXXXXXXXX  
XXXXXXXXX  
XXXXXXXXXXXXXXXXXX  
XXXXXXXXXX  
XXXXXX  
XXXX XXX

Contact: XXXXXXX XXXXXXXXX

Telephone: 01234 567890

Email: [abc@def.ghi](mailto:abc@def.ghi)

Online: [www.def.ghi](http://www.def.ghi)

**PLEASE RETURN THE COMPLETED FORM BY XXX XXXXX XXXX**

## **APPENDIX 3: PROPOSED APPROACH TO SPECIFIC CONSTRAINTS**

### **Areas at risk of Flooding**

Sites will be assessed for flood risk in line with the sequential test considerations of PPS25. Following on from this it is not the intention to consider any sites that lie within the functional floodplain(Flood Zone 3b).

### **River Corridors**

The Water Resources Act 1991 states that any proposed works or structures with 8m of the brink of a major watercourse or 5m of a non-main watercourse require written consent from the Environment Agency. It is the Environment Agencies policy to seek to maintain these buffer zones for nature conservation interests. As such, any element of a site that lies within these zones will be discounted during the assessment process.

### **Tidal Defences**

The Water Resources Act 1991 states that any proposed works or structures with 16m of tidal defences require written consent from the Environment Agency. It is the intention to consult the Environment Agency on any potential sites that fall within this category.

### **National Park**

The methodology provides detail on the specific considerations that will be applied to sites within the National Park.

### **Areas of Outstanding Natural Beauty (AONBs)**

Under s85 of the Countryside and Rights of Way Act it is necessary for public bodies and statutory undertakers to have regard to the purposes of Areas of Outstanding Natural Beauty when performing their statutory functions. As such, the potential adverse impacts of any site within an Area of Outstanding Natural Beauty will be considered on a case-by-case basis consulting other bodies as deemed appropriate.

### **Special Protection Areas (SPAs)**

It is not the intention to consider any sites that lie within Special Protection Areas. The potential adverse impacts of any site outside of the designation boundary will be considered on a case-by-case basis consulting Natural England as deemed appropriate.

### **Special Areas of Conservation (SACs)**

It is not the intention to consider any sites that lie within Special Areas of Conservation. The potential adverse impacts of any site outside of the designation boundary will be considered on a case-by-case basis consulting Natural England as deemed appropriate.

### **Sites of Special Scientific Interest (SSSIs)**

It is not the intention to consider any sites that lie within Sites of Special Scientific Interest. The potential adverse impacts of any site outside of the designation boundary will be considered on a case-by-case basis consulting Natural England as deemed appropriate.

### **UNESCO Biosphere Reserve**

It is not the intention to consider any sites that lie within the core zone of the Biosphere Reserve. The potential adverse impacts of any site outside of the core zone will be considered on a case-by-case basis consulting other bodies as deemed appropriate.

### **Local Nature Reserves**

It is not the intention to consider sites that lie within Local Nature Reserves. The potential adverse impacts of any site outside of the designation boundary will be considered on a case-by-case basis consulting the Wildlife Trusts as deemed appropriate.

### **Listed Buildings, Ancient Monuments and Conservation Areas**

Sites within the curtilage or adjacent to Listed Buildings or Scheduled Ancient Monuments will be appraised by the Conservation Officers of the partner authorities. Sites within or adjacent to Conservation Areas will be appraised by the Conservation Officers of the partner authorities.

### **Areas of Ancient Woodland**

It is not the intention to consider sites that are designated as, or would have an adverse impact on, Ancient Woodland.

### **Greenfield Land**

Greenfield sites will only be considered within the SHLAA where they are adjacent to, or well related to existing settlements. Sites within open countryside that do not meet this requirement will be discounted.

### **Gypsy and Traveller Accommodation**

The SHLAA reports will not directly consider the potential of sites in relation to Gypsy or Traveller accommodation. The partner authorities will make appropriate additional arrangements for the consideration of Gypsy and Traveller accommodation. The results of the SHLAA reports will inform this work as required.

## APPENDIX 4: STAKEHOLDER PANEL CONSTITUTION AND TERMS OF REFERENCE

### Introduction

#### Why is there a need for a Stakeholder Panel?

The Government's practice guidance<sup>20</sup> makes clear the importance of a partnership approach to the preparation of Strategic Housing Land Availability Assessments ("SHLAAs"). While this is not overly prescriptive it advocates that local planning authorities should work with key stakeholders to undertake assessments, to ensure a joined-up and robust approach.

From the outset of putting in place the necessary arrangements to ensure the consistent preparation of SHLAAs in the Northern Peninsula Housing Market Area sub-region (hereafter referred to as the "sub-region"), a Joint Officer Group of partner authorities (hereafter referred to as the "Joint Officer Group") has supported the concept of a "Panel" to assist in the Assessment process.

Partner Local Authorities
Exmoor National Park Authority
North Devon Council
Torridge District Council
West Somerset Council

The Panel concept is a key component of the process included in the "Methodology for Strategic Housing Land Availability Assessments in the Northern Peninsula Housing Market Area Sub-Region" (hereafter referred to as the "Methodology") published by partner authorities alongside this draft Constitution and Terms of Reference. The Methodology makes clear the Panel should be representative of the broad cross section of the house building industry in the sub-region, which will be well placed to provide an informed view on the "achievability" of potential sites for new housing that are deemed to be "suitable" and "available" through assessment by each partner authority.

The process for preparing SHLAAs is new and as yet untested in the sub-region. Therefore it is likely the arrangements for the preparation of SHLAAs in the sub-region may be subject to further refinement through agreement between the Panel and Joint Officer Group. This will take into consideration experience, and best practice by other Local Authorities as this emerges.

#### Constitution and Terms of Reference

It is likely the preparation of SHLAA reports will generate significant public interest. There will also be a high level of public expectation in the preparation of these technical documents to inform the decision making processes leading to the delivery of housing in the sub-region. Therefore for the sake of clarity and transparency in the management of the process and to assist the effective operation of the Panel, the partner Local Authorities consider it necessary that the Panel is bound by a Constitution and Terms of Reference.

<sup>20</sup> Strategic Housing Land Availability Assessments: Practice Guidance (DCLG, July 2007)



The Constitution and Terms of Reference included in this report will be considered and endorsed by the Panel in agreement with the Joint Officer Group.

Each partner authority in the sub-region will be responsible for making the approved Constitution and Terms of Reference publicly available.

The Constitution and Terms of Reference will be kept under review through the Panel and Joint Officer Group.

## **Constitution**

### **Purpose**

This sets out how the Panel will be formed, how it will operate, how decisions are made and the procedures that will be followed in the process leading to the approval of a Strategic Housing Land Availability Assessment (“SHLAA”).

### **Membership**

The Panel will be made up of Members from:

- between 8 and 10 organisations / companies / individuals which are representative of the broad spectrum of the house building industry in the sub-region. To be representative each will need to be actively engaged in the development of land for housing, for example as a land agent (i.e. national or local) or developer (i.e. volume or small scale house builder), Registered Social Landlord, architect, planner or urban designer or other related profession that may usefully inform the assessment of potential sites for housing;
- the Home Builders Federation;
- the following “agencies”: Government Office for the South West: South West Regional Assembly; Environment Agency; Highways Agency; English Heritage; Natural England; Homes and Communities Agency and Devon County Council (Highways Authority)<sup>21</sup>;
- the partner authority<sup>22</sup> for the planning administrative area for which the Panel is engaged in the preparation of a SHLAA report; and
- the community<sup>23</sup> for the planning administrative area for which the Panel is engaged in the preparation of a SHLAA report.

Membership by representatives of the house building industry will be through acceptance of an offer of appointment made by the Joint Officer Group, in accord with the criteria for short listing set out in Annexe 1.

Where a Panel Member representing the house building industry elects to leave the Panel, the Joint Officer Group will be responsible for making an offer of appointment to another organisation / company / individual in accord with the criteria for short listing set out in Annexe 1.

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<sup>21</sup> An invitation will be made to each of these “agencies” to be represented on the Panel. However, it is recognised that they may not be able to accept this invitation or attend panel meetings due to limited resources.

<sup>22</sup> Partner authority representation could include more than one person (officer or elected Member for the Local Authority).

<sup>23</sup> Community representation will be determined by each partner authority and could include more than one community group. Community representatives will be required to provide Local Planning Authority area wide input to the process.

Membership on the Panel will be on a voluntary / unpaid basis. There will be no budget provision for the Panel.

### **Leading Panel Meetings**

Panel meetings will be led by a representative from the relevant partner authority for the preparation of each SHLAA.

### **Accountability**

The Panel will be shared by each partner authority. It will report to each partner authority during the course of the preparation of each SHLAA for the authority's planning administrative area. This may be through the authority representative(s) on the Panel.

Each partner authority will ensure the Panel works in a transparent manner and in accord with the Methodology, and the Constitution and Terms of Reference.

Panel members will be provided with unpublished information about identified sites and other draft documentation relating to the preparation of SHLAA reports. They will be required to keep this information confidential. Where there is deemed to be inappropriate conduct<sup>24</sup> by a Panel Member this will be referred to the Joint Officer Group which will act as arbitrator to resolve the matter.

### **Timetables and Meetings**

Following its inception meeting the Panel may be required to meet at successive meetings in agreement with each partner authority as necessary to facilitate the completion of a SHLAA. Each partner authority will be expected to prepare a timetable indicating likely dates for meetings, make provision for a suitable venue and make clear the timescales for the process leading to the completion of the SHLAA. This will need to be agreed between the partner authority and the Panel.

### **Declaration of site interest**

Interest in the development of one or more potential sites in the sub-region for housing will not preclude membership on the Panel. However, where such an interest exists either as the controller of land or as agent for a landowner then this interest must be declared to the Panel. Where a Panel Member declares an interest in one or more potential sites it may continue to provide advice on the developability and deliverability of these sites for the purpose of the preparation of the SHLAA. However, this advice will not guarantee that such sites may be included in the published SHLAA report.

### **Consideration of which sites are to be included in the SHLAA report**

Each Panel Member will provide advice and opinions to the partner authority on which identified potential sites for new housing should be included in the published SHLAA report. This will be based on the initial assessment of the "suitability" and

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<sup>24</sup> Inappropriate conduct may be deemed to have occurred: where a Panel Member has failed to declare an interest in one or more sites at the time of the Assessment; where a Panel Member may have misused its privileged position or knowledge of identified sites prior to the publication of the SHLAA report; or where Panel Members have been found to have colluded towards the successful inclusion of one or more sites in a published SHLAA report.

“availability” of identified potential sites that has been undertaken by the partner authority and the Panel Member’s assessment of the “achievability” of each site.

Each partner authority will consider the advice and opinions of all Panel Members when making its final assessment of identified sites. Each partner authority will attach the appropriate weight to such advice and opinions, relative to other evidence and considerations. Final assessment of sites and their inclusion in a published SHLAA report will be the responsibility of each respective partner authority.

To ensure that publication of a SHLAA report is practicable in accord with a timetable agreed between the partner authority and the Panel, the partner authority may still make a final assessment of sites where one or more Panel Members have been unable to undertake and / or complete their assessments in a timely manner, or where one or more Panel Member(s) are unable to attend a Panel meeting.

Where elements of the assessment for a site may be incomplete, the partner authority may consider the merits for the inclusion of such sites in the published SHLAA report. In such instances the partner authority will have regard to whether “missing” information would fundamentally preclude the deliverability and developability of a site, and whether this could reasonably be expected to be resolved at a later stage in the plan making or development control decision making processes.

Panel Members will provide advice and opinions to the partner authority on the understanding that:

**The assessment of the deliverability and developability of sites for new housing through the SHLAA process and the identification of potential housing sites in a local authority’s published SHLAA report does not indicate that the site(s) will be allocated for new housing development in Development Plan Documents or that planning permission will be granted for new housing. Potential sites for new housing which have been identified through the SHLAA may be further tested through the plan making process for Development Plan Documents where judgements will be made about whether sites should be allocated through plan policy. This will include testing through Sustainability Appraisal / Strategic Environmental Assessment, Habitat Regulations Assessment, stages of public participation and independent examination. Planning proposals on sites identified in a published SHLAA report will be judged on their merits against the relevant Development Plan policies unless material considerations indicate otherwise. The SHLAA report may be a material consideration in the determination of such planning proposals.**

### **Anonymity**

To facilitate free and open discussion the advice, opinions and comments provided by the Stakeholder Panel will not be attributed to individual Stakeholder Panel members. All opinions and discussions will be recorded and reported in a wholly anonymous manner protecting the anonymity of the individual panel members.

### **Administrative support and publication of the SHLAA report**

Each partner authority will be responsible for providing administrative support to the Panel for the purpose of recording notes of meetings and preparing draft documents in relation to the SHLAA where these are necessary.

Each partner authority will be responsible for publishing the SHLAA report for its planning administrative area on its website and making this publicly available.

## Terms of Reference

### Purpose

The purpose of these Terms of Reference is to set out the vision, objectives, scope (roles and responsibilities) and deliverables for the Panel. These may be defined in or draw from the Methodology<sup>25</sup> for the preparation of SHLAAs in the sub-region.

### Vision

The Panel is a new concept. It will need to embrace the challenge of taking a key responsibility in advising on the preparation of SHLAA reports in the sub-region. These may inform future housing delivery in the context of a spatial planning policy framework and sustainable development objectives. The Panel will be representative of key stakeholders in the process. To achieve a successful outcome the Panel will work towards this vision:

**“To serve as a body for key stakeholder representation in partnership with Local Authorities in the Northern Peninsula Housing Market Area sub-region, in the process leading to the publication of SHLAA reports.”**

### Objectives

The Panel will have the following objectives:

1. To provide advice and opinions on the deliverability and developability of identified sites in an efficient and timely manner to enable the completion of SHLAA reports in accord with the timescales agreed with each partner authority.
2. To add value to the SHLAA process through the skills, expertise and knowledge of each of the Panel Members.

### Scope (roles and responsibilities)

The roles and responsibilities of the Panel will be:

1. To act as an independent body appointed by the Joint Officer Group for partner authorities that is representative of key stakeholders in the sub-region, for the sole purpose of the preparation of SHLAA reports in the sub-region.
2. To consider and give advice on whether the Methodology, and the Constitution and Terms of Reference will provide the basis for a partnership approach in respect of the Government’s practice guidance<sup>26</sup>.

<sup>25</sup> Methodology for Strategic Housing Land Availability Assessments in the Northern Peninsula Housing Market Area

3. To consider and give advice on the final wording of the Methodology for preparing SHLAAs in the sub-region for publication by the partner authorities<sup>27</sup>.
4. To consider and give advice and opinions on the findings of the initial assessment undertaken by each partner authority of the “suitability” and “availability” of potential housing sites in its planning administrative area.
5. To assess the “achievability” of potential sites for housing which are being assessed for the purpose of each SHLAA. This will essentially be a judgement about the economic viability of each site, and the capacity of a developer to complete and sell the housing over a certain period – being affected by market, cost and delivery factors. Each Panel Member will have regard to relevant published documents and draw from their own experience in giving a view on the “achievability” of each potential housing site.
6. To consider and give advice and opinions on the SHLAA report prior to its consideration and approval by the partner authority.
7. To undertake any other task identified and agreed with the Joint Officer Group and / partner authorities for the purpose of preparing SHLAA reports in the sub-region.

### **Deliverables**

The Panel will facilitate the delivery of SHLAA reports on a local planning authority basis within in the sub-region through giving advice and opinions on the deliverability and developability of identified potential sites for housing to the partner authorities.

### **National policy, practice guidance and Methodology background**

Each SHLAA report shall be prepared in accord with the requirements placed through Planning Policy Statement 3 “Housing”, the Government’s Practice Guidance Strategic Housing Land Availability Assessments: Practice Guidance (DCLG, July 2007) and the Methodology Proposed Methodology for Strategic Housing Land Availability Assessments in the Northern Peninsula Housing Market Area for the preparation of SHLAAs in the sub-region.

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<sup>26</sup> Strategic Housing Land Availability Assessments: Practice Guidance (DCLG, July 2007, para. 11 and 12).

<sup>27</sup> The Panel will need to consider whether the methodology fully accords with Planning Policy Statement 3: Housing and the Government’s SHLAA Practice Guidance. It will need to consider the consultation responses received and the amendments suggested by the Joint Officer Group, and may suggest revisions to the wording of the draft methodology prior to the approval and publication of the final methodology by the partner authorities.

## **APPENDIX 5: SITE DELIVERY AND ACHIEVABILITY ASSUMPTIONS**

### **Introduction**

The preparation of the SHLAA is expected to require assessment of a significant number of sites for each partner authority. This is a resource intensive process and to enable consideration of all sites within available resource limits, and to ensure consistency of approach, a series of assumptions have been devised to consider site delivery potential and achievability.

The assumptions have been prepared by the partner authorities in association with, and using expert input, from the stakeholder panel. The assumptions will be kept under review and will be revised as appropriate to take account of any changes in guidance, policy, local market conditions, or other reasonable circumstances. Both the partner authorities and the stakeholder panel will be required to endorse any revisions.

The assumptions will be followed unless local circumstances indicate that another approach is more appropriate. In such a case the individual partner authority will indicate any deviation within the SHLAA report.

It is unlikely that many of the assumptions will be appropriate for sites within the boundary of Exmoor National Park. In this case, Exmoor National Park Authority will follow the specific guidance prescribed within the methodology and consider delivery and achievability on a site-by-site basis.

### **Site Delivery**

The methodology proposes four options for determining housing potential on individual sites:

1. Existing information
2. Density multipliers
3. Contextual approach
4. Urban design approach

Where the density multiplier approach is applied to derive housing potential for a site, assumptions will be required to ascertain the area of the site that can be developed for housing (net area) and the appropriate dwelling density.

### **Gross to Net Site Size Factors**

The estimation of site yield is based on the net developable area of each site. This is the area of the site that is available to deliver the actual housing after all other requirements have been considered (i.e. distributor roads, play areas, open space, etc.).

For smaller sites the net developable area is likely to be all or nearly all of the site as any new development will make use of existing roads and infrastructure. For larger sites however it is likely that there will be a need to provide access roads and supporting infrastructure and facilities. In this case the net area available for housing development is likely to be reduced.

Beyond these general considerations it is possible that individual sites will have constraints on the developable area due to conservation considerations, etc. If the

site is likely to deliver a mix of uses (i.e. employment space or retail alongside housing) then this will also need to be taken into account in deciding the net area available to deliver housing. In such circumstances calculation of the developable area will need to be modified.

As such, in considering individual sites, and unless specific circumstance dictate otherwise, the calculation of net developable area will be guided by the following gross to net site ratios:

Site Size	Gross to Net Site Size Ratio
0.4 ha and under	100%
Between 0.4 and 2 ha	80%
2 ha and above	70%

### Density Guidance

Where a density multiplier approach is used to estimate dwelling potential, the density guidelines detailed below will be used as the starting point to identify potential yield for each individual site. These will be applied unless local circumstances dictate that an alternative approach should be followed. In such cases deviation will be reported within the individual authorities SHLAA report.

National Policy Guidance<sup>28</sup> specifies a national indicative minimum density of 30 dwellings per hectare (dph) that should guide policy development and decision-making until local density policies are in place.

Building upon the national guidance the following density guidelines have been prepared, in collaboration with the Stakeholder Panel, to provide realistic initial guidance on appropriate densities within differing localities.

Site Location	Net Density (dwellings per hectare)
Town Centre	50
Sub-Urban	40
Strategic Extension	35
Rural Settlement	30

The assumptions applied to individual sites will be subject to review, to take account of any specific local circumstances, both during the initial assessment process by the individual authority and by the Stakeholder Panel. As such individual assessments will be amended as appropriate on a case-by-case basis.

The density guidance will be kept under review, and revised as appropriate, in light of any amended policy guidance, advice from the partner authorities, Stakeholder Panel or any changes to relevant specific local circumstances.

### Achievability

Government guidance indicates that delivery factors are a key consideration in assessing the achievability of potential sites. The guidance notes that factors will include:

- Developer's own phasing plans;
- Realistic build out rates on larger sites (including likely earliest and latest start and completion dates);

<sup>28</sup> Planning Policy Statement 3: Housing (DCLG, November 2006, para. 47)

- Whether a single developer or several developers are involved;
- What housing products are being offered; and
- What is the size and capacity of the developers.

Guided by the expert advice of the stakeholder panel a series of assumptions in relation to the above factors will be utilised in assessing the achievability of individual sites. The assumptions used during the assessment process will be endorsed by both the partner authorities and the members of the stakeholder panel and will be kept under review to take account of any change in circumstances.

The assumptions will allow for the determination of site delivery both in terms of when a site is likely to commence development and how long it is likely to take to construct the new dwellings. This information can then be used to populate a housing trajectory, a key component of the SHLAA.

This approach to assessing delivery has been assumed for pragmatic reasons, taking account of the requirement to assess a large number of sites using limited resources.

### **Commencement**

There is an inevitable lag between a site being identified as available, being proactively pursued for development, through to construction being commenced. This reflects the time period required to undertake any design work, obtain necessary consents, including planning, and to complete preliminary site works.

For larger developments the period is likely to be protracted to allow for various assessments and surveys to be undertaken and more complex design and planning requirements to be met. On the contrary, for smaller sites, a relatively short period is likely to be required, taking account of the fact that the processes involved in developing such a site are likely to be less demanding and hence quicker to complete.

Guided by the expert knowledge of the Stakeholder Panel a series of assumptions on lead-in times for differing sizes of development have been prepared. The assumptions apply to sites that are under the control of a developer and relate to the period from the developer obtaining control of the site, through to commencement of dwelling construction. It is the intention that the following guidelines will be applied to the assessment of sites where such circumstances exist:

<b>Site Size</b>	<b>Period to Commencement</b>
Less than 10 dwellings	1 Year
10 to 49 dwellings	2 Years
50+ dwellings	3 Years

The above assumptions will be applied unless there is site-specific information available that would indicate that alternative timescales should be applied.

### **Delivery Rates**

Various factors impact on the rate of delivery of dwellings on a site. These can include market conditions, the type of dwelling being constructed and the capabilities of the individual developer. It is likely that delivery will start off with the completion of a few units including show homes during the initial year of construction picking up to a period of more significant construction once work on site is established.



For pragmatic reasons, a criteria based approach will be applied to the assessment of dwelling delivery. The following delivery rates have been agreed by the Partner authorities and the members of the Stakeholder Panel and will be kept under review.

For all sites the following basic assumptions will be followed:

Year	Completion Rate / dwellings per annum (dpa)
Year 1	Up to 20 dwellings (including show homes)
Year 2+	Maximum of 40 dwellings per developer, with total number of developers identified by size of development (see below)

Dependant upon the size of the development, the following maximum annual delivery rates will then be applied:

Site Size	Number of Developers (completion rate / dpa)
Up to 250 dwellings	Single Developer (40 dwellings per annum)
250 to 499 dwellings	Two Developers (80 dwellings per annum)
500 to 749 dwellings	Three Developers (120 dwellings per annum)
750+ dwellings	Four Developers (160 dwellings per annum)
Maximum completion rate of 160 dwellings per annum on any individual site	

### Viability

In assessing the deliverability of sites it is necessary to consider the viability of developing the site. Many factors will impact development viability and, amongst other factors, could include:

- the type of product being proposed (type and size of dwelling)
- the level of affordable housing to be provided
- unusual site constraints
- on and off-site infrastructure requirements and contributions

When assessing development viability a **35% affordable housing requirement** will be assumed. This figure is based upon the requirement specified within the emerging Regional Spatial Strategy and was endorsed by the Stakeholder Panel as representing an appropriate level.

With the exception of the affordable housing requirement outlined above, it is the intention that viability assessments will be based upon an assumption of **no s106 requirements**. This approach has been prepared in conjunction with the Stakeholder Panel and is being followed for pragmatic reasons to take account of the significant number of sites that will require assessment and resource intensive nature of SHLAA preparation.

### Variation from Assumptions

The above assumptions will be applied to a site unless there are known local or site-specific circumstances that would make alternative assumptions more appropriate.

Following an initial assessment of site delivery by the individual partner authority the Stakeholder Panel will be presented with the opportunity to adjust the assumed yield

or delivery rates. The partner authority will make such instances clear within any individual SHLAA report.

## **ANNEXE 1: SELECTION PROCESS FOR STAKEHOLDER PANEL**

### **Selection Criteria and Process for Panel Membership for representatives of the house building industry**

#### **Eligibility**

The candidate will need to be actively engaged in the development of land for housing in the Northern Peninsula housing market area sub-region, for example as a land agent (national or local) or developer (i.e. volume or small scale house builder), Registered Social Landlord, Rural Housing Enabler, architect, planner or urban designer or other related profession that may usefully inform the assessment of potential sites for housing.

The candidate must have completed a pro forma for expressing interest in their representation on the Panel, which must be signed and dated for the purpose of data protection and freedom of information.

#### **Composition**

The Panel will include between 10 and 12 appointed Members which must be representative of the broad cross section of the house building industry in the sub-region. Therefore the selection process will seek to achieve a balance in the professions / nature of business undertaken by Panel Members (e.g. between volume and small scale house builders and national / local land agents, and across the sub-region). The Panel Membership will include at least one of each of the following:

- Volume house builder, including one national and one regional company
- Small scale house builder
- Land Agent
- Registered Social Landlord involved in new build projects
- Architect, urban designer or other profession

In addition to the representatives from the house building industry the Panel will contain representatives of public sector bodies and the community. Representation within these categories will be made by direct invitation.

#### **Process**

The selection process for making an offer of appointment will be made by the Joint Officer Group for partner authorities to provide for the “optimal mix” of Members to achieve the representation sought across the sub-region.

The Joint Officer Group will prepare a shortlist of candidates from the expressions of interest received to Panel membership.

The Joint Officer Group will make an offer of appointment in writing to each short listed candidate. It will require a confirmation of acceptance of Panel membership in writing from the candidate.

Where one or more of the short listed candidates declines to confirm their acceptance of Panel membership, or where a Panel Member elects to leave the Panel, the Joint Officer Group will select one or more further candidates from the expressions of interest received to Panel membership or from the wider body of

development interests where no further suitable candidates are available. The Joint Officer Group will make an offer of appointment in writing to the selected candidate(s) and will require a confirmation of acceptance of Panel membership in writing from these candidate(s).