



## Call for Sites Consultation 2019

### Guidance Note

#### Why are we undertaking a Call for Sites?

The council has recently commenced work on an update to the adopted Local Plan for the borough. This will cover the period at least up to 2038. One of the first steps is to establish what land is available for development within the plan area. As part of the evidence gathering process, the council is now undertaking a formal 'Call for Sites', inviting developers, landowners or other interested parties to let the council know about any potential future development sites.

Submitted information will be used to inform the update of the Local Plan and/or future neighbourhood plans which will set out a spatial strategy for meeting needs over the longer term. Submitted site information will also be used to update the Strategic Housing and Economic Land Availability Assessment (SHEELA), which is a technical document providing information on land for potential development and the Brownfield Land Register (BLR) of previously developed land suitable for residential development, both of which are required by national policy.

The SHEELA assesses sites for residential or economic uses in relation to their suitability, availability and achievability. It also provides the basis for calculating the borough's five year deliverable housing land supply position.

#### Which sites to submit?

Sites may be promoted for:

- Residential development including sites for self-build/custom build, special needs housing such as older persons housing and care accommodation, affordable housing and mobile/park homes (should be capable of accommodating at least 5 units)
- Employment development including sites for industrial and storage and distribution (should be at least 0.25 hectares or able to accommodate at least 500 square metres of floor space)
- Gypsy, Travellers and Travelling Showpeople pitches/plots
- Other uses such as retail, community uses, open space or health

## **What are the minimum requirements for site submissions?**

If you wish to submit a site for consideration for future development, the site submission form must be used. Please use a separate form for each site you wish to promote. This form must be completed in full where information is known and a map showing the precise site boundary must be provided for a site to be considered.

Completed site submission forms should be returned by **5pm on 3 July 2019** using one of the following methods:

Email: [local.plan@basingstoke.gov.uk](mailto:local.plan@basingstoke.gov.uk)

Post: Planning Policy Team, Civic Offices, London Road, Basingstoke, Hampshire, RG21 4AH

## **What additional information should be submitted?**

Site promoters are encouraged to submit as much information as possible. The council encourages the submission of supporting evidence which could include:

- Site studies which demonstrate how constraints can be overcome such as landscape assessments, biodiversity assessments, planning statements or heritage assessments
- Letters from landowners confirming they are content for the site to be promoted or evidence of land ownership
- Viability or financial assessments to demonstrate that the development proposals are policy compliant

Site promoters should submit more detailed information where this is available now. However, information can be submitted, and may be requested by the council at a later date to support the site assessment process in the event that insufficient information has been provided. The onus is on the promoter to provide robust supporting evidence to support site submissions.

## **What about sites submitted to the Council in the past?**

As part of the Call for Sites, the council is contacting landowners and agents who have previously submitted land via the SHELAA.

Should existing site promoters wish to continue promoting previously submitted sites, they are requested to confirm this. This is to ensure that previously promoted sites are still available and deliverable as well as having the latest up to date information. This is also an opportunity to submit further supporting information.

The updated SHELAA will supersede the Council's Strategic Housing Land Availability Assessment (published December 2018) and previous Call for Sites exercise.

## **What happens after a site is submitted?**

The council will consider and assesses each promoted site. Sites promoted for residential or economic uses will be included either within the SHELAA or the Brownfield Land Register. Sites submitted for other uses such as retail, community uses or open space will be considered through updates to other evidence base documents as appropriate to inform the update of the Local Plan.

## **What is the Strategic Housing and Economic Land Availability Assessment?**

The SHELAA is updated annually and forms a key component of the evidence base to underpin policies in Development Plans for housing and economic development, including supporting the delivery of land to meet identified need for these uses.

The methodology is set out in national guidance and requires the assessment of sites for their suitability, availability and achievability. Conclusions are then made in relation to whether sites are 'deliverable' in the short term or 'developable' over the longer term.

A site's inclusion in the SHELAA doesn't in itself determine whether a site should be allocated for housing development or be granted planning permission. The SHELAA will only identify sites which have been promoted to the council or identified by officers, it doesn't allocate sites. The inclusion of a site in the SHELAA does not imply that the council would necessarily grant planning permission. Suitable sites will be allocated through the Local Plan update process.

## **What is the Brownfield Register?**

The Council is legally required to prepare and maintain a Brownfield Register which provides information of brownfield land that is suitable for housing. It is published in December each year, but may also be subject to additional updates when relevant.

Through Annex 2 of the National Planning Policy Framework, the Government defines brownfield sites (or previously developed land) as land which has already been built on and either currently contains buildings/structures, or has done so in the recent past. Brownfield sites do not include:

- Land occupied by agricultural or forestry buildings
- Certain minerals and waste disposal sites where restoration plans are in place
- Land in built-up areas such as private residential gardens, parks, recreation grounds and allotments
- Land where the previous development have blended into the landscape.

## **How will sites be considered through the Local Plan update?**

The SHELAA, BLR and other evidence base studies provide the starting point to inform plan making but they do not determine whether a site should be allocated for development. These assessments provide information on the range of sites which are available to meet needs,

but it is for the Development Plan itself to determine which of those sites are the most suitable to meet those needs.

Following on from these initial assessments, the council will undertake more detailed site assessments and consider sites via the Sustainability Appraisal process which looks at the potential impacts of future development. More detailed information supporting the promotion of sites will be considered at this stage. This more detailed consideration of sites will lead to the identification of suitable sites for allocation in the updated Local Plan.

### **Are you interested in self-build?**

The council is keen to understand if landowners are interested in having their land considered for self-built development. If so, please tick the appropriate box in the relevant section of the form. The area has a notable number of people interested in self-build development, as indicated on the council's Self Build Register (<https://www.basingstoke.gov.uk/selfbuild>),

### **What happens if sites are submitted to the council after 1 July 2019?**

Following the council's recent decision to update the Local Plan, site promoters are strongly encouraged to submit sites for consideration at this stage during the Call for Sites consultation period so the relative merits of the most suitable, sustainable and deliverable sites and options can be fully assessed and considered through the Local Plan review process.

Relevant sites submitted during the consultation period will be included in the next SHELAA, due for publication in December 2019. Sites submitted after the closing date will not be included in the SHELAA but details will be placed on file for the future review of the SHELAA which takes place every year. Some communities preparing Neighbourhood Plans may be interested in allocating sites and may contact the Council on what sites have been submitted in their area.

### **Keeping up to date**

The best way to keep up to date with the assessment of your submission and the update of the Local Plan is by registering your contact details on our planning policy consultation database. You will then receive notification of progress with the Local Plan and further consultations. If you'd like to be added to our database please email us at [local.plan@basingstoke.gov.uk](mailto:local.plan@basingstoke.gov.uk)