



## **SHELAA Site Submissions 2021 Guidance Note**

### **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 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?**

In the past, the council has contacted landowners and agents who have previously submitted land for assessment through the SHELAA. Should existing site promoters have wished to continue promoting previously submitted sites, they were requested to confirm this. This was to ensure that previously promoted sites were still available and deliverable as well as having the latest up to date information. This was also an opportunity for site promoters to submit further supporting information. It is likely that landowners and agents who promoted their sites through the 'Call for Sites' 2019 for inclusion in the SHELAA (published December 2019), and/or who promoted their sites through the SHELAA published in 2020, will either be contacted regarding the 2021 SHELAA, or it will be assumed that the site continues to be promoted.

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

The council will consider and assess 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.

The SHELAA will only identify sites which have been promoted to the council or identified by officers. A site's inclusion in the SHELAA doesn't allocate or determine whether the site should be allocated for housing development nor does it imply that the council would grant planning permission for development on site. 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 on 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 in the recent past. Brownfield sites do not include:

- Land occupied by agricultural or forestry buildings
- Certain mineral 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 has blended into the landscape.

## **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>).

## **Keeping up to date**

The best way to keep up to date with the assessment of your submission and updates relating to the publication of the SHELAA is by registering your contact details on our planning policy consultation database. 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)