

Greater Norwich Local Plan: Regulation 18 Consultation

Site Submission Guidance Notes

Preface

The Greater Norwich Site Submission Guidance Notes provide general guidance that all development site promoters should be aware of. It also sets out more specific guidance on how to complete the Greater Norwich Site Submission Response Form.

All site promoters are encouraged to read the guidance notes thoroughly before submitting a site for consideration. If you have any questions relating to the promotion of a potential development site, or these guidance notes, then please contact the Greater Norwich Local Plan team on Tel. 01603 306603 or email gnlp@norfolk.gov.uk

Note: Sites submitted in South Norfolk villages will be passed onto South Norfolk Council to be included in the South Norfolk Village Clusters Housing Site Allocations document.

General Guidance

1. Type of Sites that should be submitted

Interested parties are invited to promote sites within the areas of Broadland District, Norwich City and South Norfolk, excluding the area of the Broads Authority, for future development or other land uses, including:

- Housing (including Gypsy and Travellers sites)
- Employment
- Retail
- Leisure
- Community uses
- Art, culture and tourism
- Mixed use development.

In terms of site size, only sites that are:

- Greenfield sites that are capable of delivering 5 or more homes or which are more than 0.25ha in size;
- Previously Developed Land, or brownfield sites, capable of accommodating development at any scale should be submitted.

Greenfield sites smaller than the criteria set out above should be promoted as a settlement boundary revision. If you are promoting a settlement boundary revision please complete the form below with as much detail as possible. Please make it clear in section 5 of the site submission form that you are proposing a settlement boundary revision.

Please note that the starting point for the review assumes that all sites identified for development in a current plan remain appropriate and will not need to be replaced in the new Local Plan. Sites identified for a specific land use in current plans do not need to be promoted again through this process, unless a change of use is sought.

In all instances sites should only be submitted where the promoter will be able to clearly demonstrate that the site can be delivered for its proposed use before 2038.

Please be aware that there is no guarantee that a submitted site will be allocated for the suggested use.

Site Submission Form

All respondents promoting a new site for development not previously submitted should complete the 'Greater Norwich Site Submission Form' below. The form should be completed as thoroughly and precisely as possible to enable an accurate assessment of the site to be made. A map that clearly identifies the boundaries of the proposed site should also be provided on an OS base and at a scale of no less than 1:2,500.

Please note that if you are promoting more than one site then a separate form should be completed for each site. If you jointly submitting a site, please endeavour to submit such a site only once, with all promoters' names included (to avoid any confusion about the same site being submitted twice by different people).

Submitting your form

Forms can be submitted by email to gnlp@norfolk.gov.uk

Hard copy forms can also be sent to:

Greater Norwich Local Plan Team
PO Box 3466
Norwich
NR7 7NX

All new sites must be submitted before 5pm on Monday 16 March 2020.

Please note that anonymous submissions cannot be accepted as key details will need to be verified before a site can be allocated.

How will we use information submitted on the Site Submission Form?

The information provided on the site submission form will be used as the basis for an assessment of whether the site should be allocated for the proposed use. All allocated sites will need to be in a suitable location, available for the proposed land uses or developments and be supported by clear evidence that the land uses or developments proposed can be delivered in an appropriate timescale. Unless there are very strong reasons to do so, a site would not be allocated on which the land uses or developments proposed could not be completed entirely by 2038.

Once the Regulation 18 Consultation is closed the Greater Norwich councils will undertake an initial assessment of the sites. This assessment will take a number of months to complete. If further information is required during this assessment the relevant Greater Norwich council will contact you directly. A prompt response to any such request will be necessary to ensure your site can be properly considered. A site may not be able to be taken forward as an allocation if significant gaps in information exist.

Please note that the contents of the Sites Submission Form will be made available for public scrutiny. By submitting a response form to the councils you are acknowledging that details contained in the form will be published in the public domain.

Respondents should avoid including any individual personal data, such as private addresses, contact details and signatures, except where necessary to complete the site submission form.

Commercially Sensitive or Other Confidential Information

The presumption will be that all information submitted on the form can be published for the purposes of transparency and public scrutiny.

If you intend to supply any information you consider to be commercially sensitive, or that is otherwise confidential, to help demonstrate that your site is available, suitable or that it can be developed as proposed then you are encouraged to contact us in advance to determine whether, and if so, how such information could be kept confidential.

For the avoidance of doubt or confusion, any commercially sensitive, or otherwise confidential, information included in a site submission form should be clearly marked as such.

Specific Guidance

Contact Details	
1a.	Fill out your name (first name and surname) and all contact details. If you are an agent please fill out your clients details.
1b.	Please select from the options provided to indicate your relationship to the site promoted.
1c.	If you are an agent please fill out your clients details in this section. If you are representing more than one client in relation to the same site then please provide details for each of your clients.
Site Details	
Submitting a Location Plan	
2.	<p>All Site Submission response forms must be accompanied by an acceptable Location Plan. To be acceptable, a location plan must be on a scaled base map, typically at a scale of 1:1,250 or 1:2,500. Each plan should show the direction of north.</p> <p>The promoted site must be edged clearly with a red line on the location plan. The identified site should, wherever possible, include all land necessary to carry out the proposed development, including but not limited to: access to the public highway including visibility splays, landscaping, car parking and areas of open space around buildings. If further land outside your clients control is necessary to carry out the proposed development then please show these as hatched areas on the submitted location plan.</p> <p>Proposed or potential points of access to the sites should be clearly marked.</p> <p>A blue line must be drawn on the plan around any other land you own which is either close to, or adjoins, but does not form part of, the proposed site.</p> <p>Please provide a full postal address for the site wherever possible. If the site does not have a postal address then please provide a grid reference and describe its location as clearly as possible.</p>
Site Ownership	
3a.	Please indicate the ownership status of the site choosing from the list of three options.
3b.	Please provide details of all landowners who hold an interest in the proposed site. If those details are the same as those provided in section 1a. or 1c. then you do not need to provide those details again. Please ensure that relevant title plans and deeds are provided wherever possible to enable the Councils to verify the ownership status of the site.

3c.	If the site is in multiple ownership then please indicate whether all landowners support your proposals for development on the site.
3d.	If not all landowners support your proposals for development please identify and explain the nature of the dispute and its potential impact on the development of the site for the uses proposed.
Current and Historic Land Uses	
4a.	Please describe the current use of the site e.g. employment, agricultural etc. If the site currently has more than one use, then please describe all the uses on the site.
4b.	Has the site been previously developed, or would it fall under the National Planning Policy Framework's (NPPF) definition of Previously Developed Land? The NPPF definition can be found in annex 2 of the framework which is available here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/810197/NPPF_Feb_2019_revised.pdf
4c.	Please describe all previous uses of the site, the dates during which these uses were ongoing and provide any relevant planning history, including planning application numbers, if known.
Proposed Future Use	
5a.	Please provide a short description of the proposed development, including if it is for a settlement boundary revision. Examples: "Residential development comprising approximately 100 homes, public open space, landscaping and associated infrastructure" or "Settlement boundary extension of 0.3 hectares to the west of x to provide 4 homes". If you are proposing a site exclusively for designation as Local Green Space then please go straight to question 6a.
5b.	Please tick the use or uses that you are proposing.
5c.	Use this section to provide any further details about the proposed development that you are able. This should include the approximate number of homes, amount of commercial floorspace (if not already clear from your answer to question 5a) and could also include potential details regarding access to the highway, drainage infrastructure or landscaping etc, if known.
5d.	If you think that your proposal would result in any particular benefits to the local community then please describe these benefits in this section.
Local Green Space	
A Local Green Space designation is a way to provide special protection against development for green areas of particular importance to local communities. This type of designation can, however, only be used:	

- Where the green space is in reasonably close proximity to the community it serves;
- Where the green area is demonstrably special to a local community and holds a particular local significance, e.g. because of its beauty, historic significance, recreational value, tranquillity or richness in wildlife; and,
- Where the green area concerned is local in character and not an extensive tract of land.

Further information on Local Green Space Designations can be found here: <https://www.gov.uk/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space>

6a.	Please explain how the local communities could use or benefit from the site's designation and what those benefits would be, e.g. would it be used for recreation, or is it of benefit for nature conservation, or for reasons of landscape amenity.
6b.	Please describe why you consider the site to be of particular local significance e.g. it has a long established recreational use which is heavily used by the community, there is particular richness and abundance of wildlife, the view to or across the site are of particular heritage importance. Please provide any evidence you have that supports your views.

Site Features and Constraints

To ensure that your site can be accurately assessed, please answer this section of the form as fully and precisely as possible.

7a.	Please explain (if known) how the site could be accessed, whether suitable visibility splays can be achieved and whether there are any public rights of way that affect the site and how the development would address these.
7b.	Please describe any potential physical constraints to development including the surface features of the site, including whether there is any significant change in levels across the site. Explain how these constraints could affect the development proposed.
7c.	Please confirm whether the site's ground conditions are stable or unstable. For example, has there been any history of subsidence? What is the cause of any instability and would it affect the proposed development? If the development is affected then how will this be overcome? Is the site contaminated or potentially contaminated? Has any survey work been undertaken in this regard?
7d.	Please confirm whether the site is liable to flooding from any source including if it lies within an identified flood zone and if there have been any historic flooding incidents on the site. If you have undertaken any flood risk assessment work then please attach this to the response form.

7e.	Please confirm whether any ransom strips, covenants or any other third party rights would affect the proposed development. If there are any legal issues that will affect the development of the site then please explain its implications and how any issue can be overcome.
7f.	Please describe any natural or semi-natural features within or immediately adjacent to the site including woodlands, hedgerows, mature trees and watercourses. Are there any environmental designations within or adjacent to the site? What would the impact of the proposed development be on biodiversity and/or geodiversity?
7g.	(If known) please describe any heritage assets on or adjacent to the site including listed buildings, scheduled monuments, conservation areas or historic parklands? Explain the impact of the proposed development or land use on any such assets (if known).
7h.	Describe the neighbouring land uses. Explain whether any neighbouring uses have any implications for the development of the site, or if the development of the site would have any implications for neighbouring uses e.g. noise levels impacting levels of amenity.
7i.	Please confirm if there are there any existing buildings or uses on the site that would need to be relocated or cease to allow the development to proceed? Do any buildings need to be demolished? Are you proposing to refurbish or convert any buildings as part of the proposed development?
7j.	Please explain any other site constraints not covered above and their implications for the development of the site.
Utilities	
8a.	Please indicate which utilities are available, or could be made available to enable the development of the site.
8b.	If you indicate that services could be made available then please provide any evidence to support your case.
Availability	
9a.	Please tick the relevant box indicating when the site could be made available for development.
9b.	Please explain the timing and availability of your site.
Market Interest	
10.	Please indicate what (if any) level of developer interest there has been in the site to date.
Delivery	
11a.	Please tick the relevant box indicating when the proposed development could be begun.

11b.	Please explain how many years you think it would take to complete the site. Indicate your expected average annual yearly completions (if known).
Viability	
12a.	Please tick the relevant box to confirm that you understand that there will be policy and Community Infrastructure Levy (CIL) contributions that will need to be met in addition to the other development costs of the site.
12b.	Please tick the relevant box to confirm whether you know of any abnormal costs associated with the development of the site that might affect viability.
12c.	If you answered yes to 12b then please provide details of any abnormal costs associated with the site including their implications for the development of the site.
12d.	Please confirm whether you currently consider the site viable for the development proposed, taking into account current policy and CIL contributions and any abnormal development costs identified.
12e.	If you have indicated that you consider the site to be viable then please provide any viability appraisal, or other evidence, which supports your claim.
Other Relevant Information	
13.	Please provide any other relevant information that supports your case for the development of the site you propose not covered by the above sections.

Greater Norwich Site Submission Form

FOR OFFICIAL USE ONLY	
Response Number:	
Date Received:	

This form is to be filled out by any interested parties who want to promote a site for a specific use or development to be allocated in the Greater Norwich Local Plan.

Only one form should be submitted for each individual site i.e. it is not necessary for a separate form to be completed for each landowner on a single site in multiple ownerships. However, a separate form must be completed for each individual site submitted.

Your completed form should be returned to the Greater Norwich Local Plan team:

By email: gnlp@norfolk.gov.uk

Or, if it is not possible submit the form electronically,

By Post to:

Greater Norwich Local Plan Team
PO Box 3466
Norwich
NR7 7NX

The site submissions received as part of the Greater Norwich Local Plan Regulation 18 Consultation will be published and made available for public viewing. By submitting this form you are consenting to the details about you and your individual site(s) being stored by Norfolk County Council and shared with Broadland District Council, Norwich City Council and South Norfolk District Council, and that the details of the site will be published for consultation purposes. Under the (GDPR) General Data Protection Regulation Norfolk County Council will be the data controller.

Further advice and guidance can be obtained by visiting the Greater Norwich Local Plan website or by contacting the Greater Norwich Local Plan team directly:

Website: www.gnlp.org.uk
E-mail: gnlp@norfolk.gov.uk
Telephone: 01603 306603

1a. Contact Details	
Title	
First Name	
Last Name	
Job Title (where relevant)	
Organisation (where relevant)	
Address	
Post Code	
Telephone Number	
Email Address	

1b. I am...	
Owner of the site <input type="checkbox"/>	Parish/Town Council <input type="checkbox"/>
Developer <input type="checkbox"/>	Community Group <input type="checkbox"/>
Land Agent <input type="checkbox"/>	Local Resident <input type="checkbox"/>
Planning Consultant <input type="checkbox"/>	Registered Social Landlord <input type="checkbox"/>
Other (please specify): 	

1c. Client/Landowner Details (if different from question 1a)	
Title	
First Name	
Last Name	
Job Title (where relevant)	
Organisation (where relevant)	
Address	
Post Code	
Telephone Number	
Email Address	

2. Site Details	
Site location / address and post code (please include as an attachment to this response form a location plan of the site on a scaled OS base with the boundaries of the site clearly shown)	
Grid reference (if known)	
Site area (hectares)	

Site Ownership		
3a. I (or my client)...		
Is the sole owner of the site	Is a part owner of the site	Do/Does not own (or hold any legal interest in) the site whatsoever
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3b. Please provide the name, address and contact details of the site's landowner(s) and attach copies of all relevant title plans and deeds (if available).		
3c. If the site is in multiple landownerships do all landowners support your proposal for the site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3d. If you answered no to the above question please provide details of why not all of the sites owners support your proposals for the site.		

Current and Historic Land Uses		
4a. Current Land Use (Please describe the site's current land use e.g. agriculture, employment, unused/vacant etc.)		
4b. Has the site been previously developed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4c. Describe any previous uses of the site. (please provide details of any relevant historic planning applications, including application numbers if known)

Proposed Future Uses

5a. Please provide a short description of the development or land use you proposed, including stating if it is for a settlement boundary revision (if you are proposing a site to be designated as local green space please go directly to question 6).

5b. Which of the following use or uses are you proposing?

Market Housing <input type="checkbox"/>	Business and offices <input type="checkbox"/>	Recreation & Leisure <input type="checkbox"/>
Affordable Housing <input type="checkbox"/>	General industrial <input type="checkbox"/>	Community Use <input type="checkbox"/>
Residential Care Home <input type="checkbox"/>	Storage and distribution <input type="checkbox"/>	Public Open Space <input type="checkbox"/>
Gypsy and Traveller Pitches <input type="checkbox"/>	Tourism <input type="checkbox"/>	Other (Please Specify) <input type="checkbox"/>

5c. Please provide further details of your proposal, including details on number of houses and proposed floorspace of commercial buildings etc.

5d. Please describe any benefits to the Local Area that the development of the site could provide.

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Local Green Space

If you are proposed a site to be designated as Local Green Space please complete the following questions. These questions do not need to be completed if you are not proposing a site as Local Green Space. Please consult the guidance notes for an explanation of Local Green Space Designations.

6a. Which community would the site serve and how would the designation of the site benefit that community.

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6b. Please describe why you consider the site to be of particular local significance e.g. recreational value, tranquillity or richness in wildlife.

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Site Features and Constraints

Are there any features of the site or limitations that may constrain development on this site (please give details)?

7a. Site Access: Is there a current means of access to the site from the public highway, does this access need to be improved before development can take place and are there any public rights of way that cross or adjoin the site?

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7b. Topography: Are there any slopes or significant changes of in levels that could affect the development of the site?

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7c. Ground Conditions: Are ground conditions on the site stable? Are there potential ground contamination issues?

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7d. Flood Risk: Is the site liable to river, ground water or surface water flooding and if so what is the nature, source and frequency of the flooding?
7e. Legal Issues: Is there land in third party ownership, or access rights, which must be acquired to develop the site, do any restrictive covenants exist, are there any existing tenancies?
7f. Environmental Issues: Is the site located next to a watercourse or mature woodland, are there any significant trees or hedgerows crossing or bordering the site are there any known features of ecological or geological importance on or adjacent to the site?
7g. Heritage Issues: Are there any listed buildings, Conservation Areas, Historic Parklands or Schedules Monuments on the site or nearby? If so, how might the site's development affect them?
7h. Neighbouring Uses: What are the neighbouring uses and will either the proposed use or neighbouring uses have any implications?
7i. Existing uses and Buildings: are there any existing buildings or uses that need to be relocated before the site can be developed.
7j. Other: (please specify):

Utilities			
8a. Which of the following are likely to be readily available to service the site and enable its development? Please provide details where possible.			
	Yes	No	Unsure
Mains water supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mains sewerage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Electricity supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public highway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Broadband internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify):			
8b. Please provide any further information on the utilities available on the site:			

Availability	
9a. Please indicate when the site could be made available for the land use or development proposed.	
Immediately	<input type="checkbox"/>
1 to 5 years (by April 2021)	<input type="checkbox"/>
5 - 10 years (between April 2021 and 2026)	<input type="checkbox"/>
10 – 15 years (between April 2026 and 2031)	<input type="checkbox"/>
15 - 20 years (between April 2031 and 2038)	<input type="checkbox"/>
9b. Please give reasons for the answer given above.	

Market Interest		
10. Please choose the most appropriate category below to indicate what level of market interest there is/has been in the site. Please include relevant dates in the comments section.		
	Yes	Comments
Site is owned by a developer/promoter	<input type="checkbox"/>	
Site is under option to a developer/promoter	<input type="checkbox"/>	
Enquiries received	<input type="checkbox"/>	
Site is being marketed	<input type="checkbox"/>	
None	<input type="checkbox"/>	
Not known	<input type="checkbox"/>	

Delivery	
11a. Please indicate when you anticipate the proposed development could be begun.	
Up to 5 years (by April 2021)	<input type="checkbox"/>
5 - 10 years (between April 2021 and 2026)	<input type="checkbox"/>
10 – 15 years (between April 2026 and 2031)	<input type="checkbox"/>
15 - 20 years (between April 2031 and 2038)	<input type="checkbox"/>
11b. Once started, how many years do you think it would take to complete the proposed development (if known)?	

Viability	
12a. You acknowledge that there are likely to be policy requirements and Community Infrastructure Levy (CIL) costs to be met which will be in addition to the other development costs of the site (depending on the type and scale of land use proposed). These requirements are likely to include but are not limited to: Affordable Housing; Sports Pitches & Children’s Play Space and Community Infrastructure Levy	<input type="checkbox"/>

	Yes	No	Unsure
12b. Do you know if there are there any abnormal costs that could affect the viability of the site e.g. infrastructure, demolition or ground conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12c. If there are abnormal costs associated with the site please provide details:

12d. Do you consider that the site is currently viable for its proposed use taking into account any and all current planning policy and CIL considerations and other abnormal development costs associated with the site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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12e. Please attach any viability assessment or development appraisal you have undertaken for the site, or any other evidence you consider helps demonstrate the viability of the site.

Other Relevant Information

13. Please use the space below to for additional information or further explanations on any of the topics covered in this form

Check List	
Your Details	
Site Details (including site location plan)	
Site Ownership	
Current and Historic Land Uses	
Proposed Future Uses	
Local Green Space (Only to be completed for proposed Local Green Space Designations)	
Site Features and Constraints	
Utilities	
Availability	
Market Interest	
Delivery	
Viability	
Other Relevant Information	
Declaration	

14. Disclaimer	
<p>I understand that: Data Protection and Freedom of Information The Data Controller of this information under the General Data Protection Regulation (GDPR)2018 / Data Protection Act 1998 will be Norfolk County Council, which will hold the data on behalf of Broadland District Council, Norwich City Council and South Norfolk District Council. The purposes of collecting this data are:</p> <ul style="list-style-type: none"> • to assist in the preparation of the Greater Norwich Local Plan • to contact you, if necessary, regarding the answers given in your form • to evaluate the development potential of the submitted site for the uses proposed within the form <p>The Site Submission response forms received as part of the Greater Norwich Local Plan Regulation 18 Consultation will be published and made available for public viewing. By submitting this form you are consenting to the details about you and your individual sites being stored by Norfolk County Council, and the details being published for consultation purposes. Any information you consider to be confidential is clearly marked in the submitted response form and you have confirmed with the Council(s) in advance that such information can be kept confidential as instructed in the Greater Norwich Local Plan: Regulation 18 “- Site Submission Guidance Notes.</p> <p>See our Privacy notice here http://www.greaternorwichlocalplan.org.uk/ for information on how we manage your personal information</p> <p>Declaration I agree that the details within this form can be held by Norfolk County Council and that those details can be made available for public viewing and shared with Broadland District Council, Norwich City Council and South Norfolk Council for the purposes specified in the disclaimer above.</p>	
Name	Date