



## **Candidate Site Representation Form Guidance Notes**

### **What is the aim of the Consultation?**

Ceredigion County Council has commenced preparation of its replacement Local Development Plan (LDP), which will address the County's development needs up to 2033. As part of evidence gathering for the preparation of the plan, the Council is inviting developers, service providers, landowners and others with an interest in land to submit sites they wish to be considered as a potential allocation either for development or protection in the replacement LDP. The sites identified are referred to as Candidate Sites. By submitting a Candidate Site it must be stressed that there is no guarantee that the site will be included in the Plan.

Candidate Sites may be submitted for specific uses such as: potential housing, employment, retail, leisure, waste, transport (e.g. park and ride sites), open space, health and community uses. Sites may also be put forward for development generally - that is, if you have land which you consider could be developed but are unclear or indifferent as to what use it should be developed for. Therefore all expressions of interest should be submitted whether they relate to a specific use for the site or not.

Previously undeveloped and developed land can be submitted as Candidate Sites.

### **What will happen to your Submitted Form?**

The details you provide will be entered on a new Candidate Sites Register as part of the evidence gathering stage of the formal LDP process. **This information will remain publicly available and therefore cannot be treated as confidential.** In due course, the Council will consider the information provided and may contact you to seek further clarification and/or additional information.

Once entered on the register all sites will be assessed in terms of their suitability on planning and viability grounds. The assessment alongside other factors, will inform the drafting of the Preferred Strategy for development across the County.

**Please be aware that submission of Candidate Sites for consideration by the Council does not represent a commitment on the part of the Council to take such sites forward or include them within the LDP.**

## Please read the following Explanatory Notes before Completing the Candidate Site Representation Form.

The information required for the submission of a Candidate Site for consideration includes:

- Completion of the Candidate Sites Representation Form for each individual site. Please use a separate form for each site you wish to submit for consideration. This form may be photocopied if necessary. It is also available on our Council website at: [www.ceredigion.gov.uk](http://www.ceredigion.gov.uk) .
- Details of any legal agreements or covenants that are attached to the land; and
- Any other information you consider relevant to the future assessment of the site.

Please complete the form in BLOCK CAPITALS and Black Ink only.

### Section 1 & 2: Personal Details

Please indicate clearly your personal details, i.e. name and address, and if relevant, those of the agent acting on your behalf. If you complete the Agent's details, all correspondence on this matter will be sent to the Agent, unless otherwise indicated.

### Section 3: Proposer Name

Please enter name or organisation name

### Section 4: Site Details

#### 4a Site Location

Submissions should include an up to date plan on an OS based map identifying the site edged in red. This plan should be at 1:1250 or 1:2500 scale.

Maps can be purchased at

[https://www.planningportal.co.uk/homepage/4/buy\\_a\\_planning\\_map](https://www.planningportal.co.uk/homepage/4/buy_a_planning_map)

#### 4b Is all or part of the site an Allocated Site in the Current LDP (2007 – 2002).

**If yes please provide the site Allocation Reference Number**

**If yes and development not yet started please indicate the reasons why not.**

The LDP Proposals maps are available on the LDP Webpage to identify the allocation sites in settlements in the current plan.

[https://www.ceredigion.gov.uk/oldicm/utilities/action/act\\_download.cfm?mediaid=51583&langtoken=eng](https://www.ceredigion.gov.uk/oldicm/utilities/action/act_download.cfm?mediaid=51583&langtoken=eng)

#### 4c Is the site within, immediately adjoining, or closely linked to an identified settlement in the adopted LDP? Please identify the settlement:

The LDP proposals maps are available on the LDP Webpage to identify the development limits of a settlement.

[https://www.ceredigion.gov.uk/oldicm/utilities/action/act\\_download.cfm?mediaid=51583&langtoken=eng](https://www.ceredigion.gov.uk/oldicm/utilities/action/act_download.cfm?mediaid=51583&langtoken=eng)

*The term 'closely linked' is defined as a site that is physically, functionally and visually linked to a settlement.*

#### **4e Ordnance Survey Reference**

Please provide a 6 figure grid reference for the site.

#### **4f Area of Site in Hectares**

Candidate Site submissions should identify the area of the proposed site in hectares. Please note that sites of under 0.15ha will not be allocated.

### **Section 5: Ownership**

#### **5a Is the site wholly in the ownership of the proposer?**

Proposers of land must indicate if they own the site which they are proposing.

#### **5b If No, is the Landowner(s) aware of this submission?**

Where the proposer wishes to consider land for inclusion for development in the LDP, but they do not own the site, then they should identify how this is to be achieved. Have all the landowners been contacted and agreed to the potential development of the site? If so, the proposer of the land should provide evidence to this effect.

#### **5c If any part of the site is in multiple ownership, please provide contact details of the other owners of the site**

If any part of the site is in part or multiple ownership, please provide contact details of the other owners of the site

#### **5d Does the proposer own or control any land adjoining the proposed site? (If yes please mark boundary in blue on the map noted in Section 4)**

Proposers of land must identify any adjoining land which they own or control. Proposers should explain their interest, and provide an up to date plan of the site, with the site edged in blue. This plan should be an OS based plan at 1:1250 or 1:2500 scale. This can be marked on the same map as the site location.

#### **5e Are there any restrictive covenants relating to the use of the land? e.g. Deed of Covenant, Section 106**

**If Yes, please give details**

For example a deed of covenant or a Section 106 legal Obligation.

#### **5f Does the site currently have planning permission?**

**If yes please provide the planning application number**

**And information on whether development has started or not.**

**If development not yet started indicate the reasons why not.**

### **Section 6: Site Use**

#### **6a Existing Use of the Site, (please tick as appropriate)**

Where appropriate please provide the Use Class. Use Class information can be found at

[https://www.planningportal.co.uk/wales\\_en/info/3/common\\_projects/6/change\\_of\\_use](https://www.planningportal.co.uk/wales_en/info/3/common_projects/6/change_of_use)

**6b Proposed Use of the Site, (please tick as appropriate):**

Submissions should identify the proposed land use of the site, which can be for development or protection. This includes land uses such as housing, retail, employment, mixed use, retention of current use etc.

**6c Residential Use –**

**If you are proposing Residential Use, please specify the number of units proposed?**

Sites that accommodate less than 5 units (taking into account ecological & access requirements etc. will not be allocated).

**6d When would you intend to bring the site forward for development?**

Promoters of land should state the intended timescale and phasing for development of the site. This will allow the Local Planning Authority to identify the appropriate level of land supply through the LDP period.

It would be expected that any residential sites of 10+ units would be phased.

**6e Submissions for proposals for residential use, should also include a general viability statement which should include:**

- An understanding of the marketplace, and the deliverability of the site, taking into account current LDP policies e.g. Affordable Housing. And infrastructure requirements etc.
- A broad indicative layout accompanied by supporting information to allow the Local Planning Authority to understand the manner in which the site is proposed to be developed. Please note that this indicative layout does not need to be to scale
- A supporting statement to identify the site's characteristics. Whilst this list is not exhaustive, it should consider factors such as the character of the area, its impact on the amenity of neighbouring uses, accessibility to services and facilities, the topography of the site etc. – all of which would support the inclusion of a site.
- Promoters of land should include a supporting statement which identifies the site's potential infrastructure connections to the wider network, e.g. sewerage, electricity and water connections.

The following example outlines basic viability information that should be submitted with the Candidate Sites Representation Form, the amount of information required will be commensurate with the size of the proposed development.

<b>Item</b>	<b>Estimated Cost</b>
Build Cost per Sq. m.	As per BCIS or otherwise justified (i.e. £900 sq.m)
Land acquisition cost	As per Residual Value Assessment or otherwise justified
Developer Profit	Expressed as percentage (i.e. 15%)
Gross Development Value	i.e. 5 x £200,000 per dwelling = GDV of £1 million
Affordable Housing contribution	Expressed as % or value (Current AH contribution is 20% of units on site or 10% of GDV) i.e. 1 unit
Abnormals	Costs expressed as a price or a percentage of GDV including a description of the types of work, i.e. archaeological works etc.
Any other relevant costs	Expressed as a price or percentage of GDV and description of works

## Section 7: Accessibility

For information please see Technical Advice Note (TAN) 18 Transport (2007) <http://gov.wales/docs/desh/publications/070301tan18en.pdf>

- 7a Is the Site accessible from the existing highway network? (please tick as appropriate)**  
**If no, please provide details of proximity to existing highway network? e.g. distance from highway and how access will be achieved?**
- 7b Is third part land ownership required in order to achieve access for the proposed use?**  
**If Yes, have third party landowners been notified of the site's submission for consideration**  
 If third party landownership required in order to achieve access, please provide evidence of notification.
- 7c Does the site have a suitable access point where adequate visibility can be achieved?**  
**If yes, please identify how this is achieved:**  
 A key consideration in recognising an appropriate site is whether it has an available access point with adequate visibility. Site submissions should identify the location of the access point for the development, and how it integrates with the remainder of the site. Evidence should be submitted to explain / demonstrate if any works are required to create adequate visibility, and if so, the mechanisms required to achieve it.
- 7d Is the site located within walking distance of public transport access points i.e. bus stop, hail and stop?**  
**If Yes, please provide further details as to what type of transport access i.e. bus stop, hail and stop etc. and approximate distance to the point of access. (tick as appropriate) & provide details & distance from**

**7e Is the site located within walking distance of public services/facilities, such as shops, etc.?**

**If Yes, please provide further details as to what type of facility e.g. shop, garage, doctors surgery etc. and approximate distance to facility**

Tick as appropriate & provide details & distance from

**Section 8: Environment, Infrastructure and Utilities****8a Has the site been built on previously (Brownfield)? (please tick appropriate)**

**If Yes, please describe the current condition of the site, e.g. derelict buildings on site, redundant buildings etc. (tick as appropriate) and if yes provide details:**

e.g. number of units, current condition, use etc. If the proposal does involve buildings on the site, please specify in a supporting statement how these buildings may, or may not impact on your proposal

**8b Is the land potentially contaminated i.e. through dumping of waste or from previous use? (please tick as appropriate)**

**If yes provide details of possible contamination sources.**

Land contamination information can be found at

<http://gov.wales/topics/environmentcountryside/epq/contaminatedland/?lang=en>  
<https://naturalresources.wales/guidance-and-advice/business-sectors/planning-and-development/advice-for-developers/land-contamination/?lang=en>

**8c Is the site subject to flooding?**

Tick as appropriate and if yes, how often does it flood and to what extent is the site affected (e.g. southern half of the site). You may wish to provide photographic evidence.

**8d Is the site located within a flood risk zone as identified in the TAN 15 Development Advice Maps?**

Flood zone mapping can be found at <https://naturalresources.wales/evidence-and-data/maps/long-term-flood-risk/?lang=en>

- Click option on the map, the show map layers,
- under the title flood risk maps on the left hand side of the map click development advice map on the drop down
- Zoom in on the map to find your site
- Click Tools and the identify
- The click the site location on the map
- The results will showing the Zone will then appear on the left hand side of the map

Please tick the appropriate zone once located on the mapping

New development should be directed away from zone C and towards suitable land in zone A, otherwise to zone B, where river or coastal flooding will be less of an issue. In zone C, the tests outlined in sections 6 and 7 of Technical Advice Note 15 (TAN 15) (LINK) will be applied, recognising that highly vulnerable development and Emergency Services in zone C2 should not be permitted. All

other new development should only be permitted within zones C1 and C2 if determined by the planning authority to be justified in that location. For Candidate Sites within flood risk zones to be acceptable in principle, they must be supported by a Flood Consequence Assessment (FCA) which identifies that the consequences of that development can be managed down to a level which is acceptable for the nature/type of development being proposed.

It is not the responsibility of the Local Authority to assess the acceptability of the FCA's, however, they must be accepted by Natural Resources Wales, and evidenced as such prior to the submission of the candidate site. This information will then form part of the evidence base for the assessment of that site.

Proposers should note that the Local Planning Authority may request further information / evidence during the candidate site process where consultation responses highlight issues including tidal, fluvial, surface water flooding and impacts of climate change.

**8e Are there any historic or archaeological features or designations within or in close proximity to the site? (please tick as appropriate)**  
**Historic environment records (HERs) for each local authority area in Wales can be found at**

<https://www.archwilio.org.uk/arch/>

**If Yes, please give details:**

Tick as appropriate and if yes Proposers of land should identify if the development would negatively affect historic or archaeological features and designations. If so, please provide supporting information and explain how features within the site could be retained or enhanced. Historic environment records (HERs) for each local authority area in Wales can be found:  
<https://www.archwilio.org.uk/arch/>

**8f Are there any landscape or ecological features / designations or protected species which may be impacted upon by the development of the site? (please tick as appropriate)**

**Please see Nature Conservation Supplementary Planning Guidance (SPG) and the Special landscape Areas SPG**

[https://www.ceredigion.gov.uk/oldicm/utilities/action/act\\_download.cfm?mediaid=52246&langtoken=eng](https://www.ceredigion.gov.uk/oldicm/utilities/action/act_download.cfm?mediaid=52246&langtoken=eng)

[https://www.ceredigion.gov.uk/oldicm/utilities/action/act\\_download.cfm?mediaid=52053&langtoken=eng](https://www.ceredigion.gov.uk/oldicm/utilities/action/act_download.cfm?mediaid=52053&langtoken=eng)

**If Yes, please give details:**

Promoters of land should identify if there are any landscape or ecological features or protected species which may be impacted upon by the development of the site.

**8g Would the development affect existing landscape/ecological features? e.g. trees, hedgerows (Please Tick as appropriate)**

If yes provide details.

Promoters of land should identify if there are any trees or hedgerows which may be impacted upon by the proposed development. Submissions should include details of the scale of any impact, and the mitigation or otherwise that should be taken as part of the development.

## **Section 9: Site Context**

### **9a Is your site connected or connectable to utilities? e.g. water, electricity and telecommunications systems (please tick appropriate)**

**If yes provide distances from connection points.**

**And**

**If not connectable to water or sewerage please identify how these can be achieved.**

If the site does not have a water connection, please identify how this could be achieved.

If the site is not connectable to mains sewerage, Proposers should indicate if the viable method of foul sewage disposal. Methods include cesspit, public sewers, septic tanks etc.

### **9b Are there any incompatible uses adjacent to the site? e.g. industrial/employment next to residential (please tick appropriate)**

**If Yes, please give details of what the uses are their location and mark on the accompanying map**

### **9c Are there any residential properties adjacent to the site or within 200m of the site? (Please tick as appropriate).**

**If yes please mark their location on the accompanying map.**

## **Section 10: Any Other Comments**

Please provide any further information which you feel may be relevant to the site which has not been covered in the previous questions in order to support your submission.

Forms and plans should be submitted to the Planning Policy, Performance and Economy, Neuadd Cyngor, Ceredigion, Penmorfa, Aberaeron, Ceredigion, SA46 0PA by 27 September 2018. Alternatively you can submit your Candidate Site form and map via [ldp@ceredigion.gov.uk](mailto:ldp@ceredigion.gov.uk).

All information submitted will be available for public inspection, including on the Council's web site and cannot be treated as confidential.

## **Site Assessment**

Each candidate site submitted as part of the consultation will be assessed against defined criteria (methodology). The criteria will include issues such as:

- Need for development;
- Proximity to existing built form (central, within, adjacent to settlement, proximity to other built form, e.g. farm complex)



- A general overview of the site in terms of its current use and physical condition;
- Availability of the site;
- Built conservation – impact on listed buildings, conservation areas etc;
- Possible impact on neighbouring properties/land uses;
- Environmental impacts – within or impacting on any designated or protected sites;
- Any possible constraints to development e.g. the topography of the site, geology etc. is this an obstacle;
- Utility opportunities/constraints i.e. presence of power lines, capacity of utilities, Information Communications Technologies etc;
- Flood risk;
- Highways access – local highways conditions and capacity;
- The site's proximity to any local public facilities and transport including public footpaths/cyclepaths etc;
- The site's potential to improve rural access to services.
- Viability of Site

Please note: Welsh Government will be producing revised guidance with regard to Candidate sites and evidence required re deliverability of proposed allocated sites towards the end of 2018, which may require the proposer of the Candidate Site to provide more information.