Greater Norwich Local Plan

Call for Sites

16 May 2016— 8 July 2016









Greater Norwich Call for Sites Guidance Notes

Preface

The Greater Norwich Call for Sites Guidance Notes provide general guidance that all respondents to the Call for Sites should be aware of. It also sets out more specific guidance on how to complete the Greater Norwich Call for Sites Response Form.

All respondents are encouraged to read the guidance notes thoroughly before submitting a site for consideration. If you have any questions relating to the Call for Sites, or these guidance notes, then please contact the Greater Norwich Local Plan team on 01603 306603 or email callforsites@anlp.org.uk

General Guidance

1. Type of Sites that should be submitted to the Call for Sites

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 the Greater Norwich councils are inviting submissions on:

- 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.

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 2036. Please be aware that there is no guarantee that a submitted site will be allocated for the suggested use.

Call for Site Submission Form

All respondents promoting a new site for development should complete the 'Greater Norwich Call for Sites Submission Form'. 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 response to the Call for Sites

Responses should be made electronically on the webform which is available at www.greaternorwichlocalplan.org.uk. Alternatively this response form can be completed and submitted by email to callforsites@gnlp.org.uk.

Completed hard copy forms can also be sent to:

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

All submissions should be made on or before 5pm on Friday 8 July 2016.

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 have a realistic prospect 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 2036.

Once the call for sites 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 Call for Sites 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

Cont	act Details			
la.	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 D	etails etails			
Subm	itting a Location Plan			
2.	All 'Call for Sites' 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.			
	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.			
	Proposed or potential points of access to the sites should be clearly marked.			
	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.			
	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.			
Site C) wnership			
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.
Curren	t 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://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.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.
Propos	ed Future Use
5a.	Please provide a short description of the proposed development. Example: "Residential Development comprising approximately 100 homes, public open space, landscaping and associated infrastructure". 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: http://planningguidance.communities.gov.uk/blog/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space/local-green-space-designation/

- 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.

- 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.
- 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.

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
7g.	development be on biodiversity and/or geodiversity? (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	5
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.
Availa	bility
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.
Marke	t Interest
10.	Please indicate what (if any) level of developer interest there has been in the site to date.
10.	the site to date.

11b.	Please explain how many years you think it would take to complete the site. Indicate your expected average annual yearly completions (if known).			
Viabili	ty			
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 Call for Sites Submission Form

FOR OFFICIAL USE ONLY	
Response Number:	0384
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 no later than **5pm** on **Friday 8 July 2016**.

By email: callforsites@gnlp.org.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 responses received as part of the Greater Norwich Local Plan Call for Sites 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.

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.greaternorwichlocalplan.org.uk

E-mail: callforsites@gnlp.org.uk Telephone: 01603 306603

1a. Contact Details				
Title	Mr			
First Name	William			
Last Name	Lusty			
Job Title (where relevant)	Associate Director			
Organisation (where relevant)	Savills			
Address	Unex House 132-134 Hills Road Cambridge			
Post Code	CB2 8PA			
Telephone Number	01223 347246			
Email Address	wlusty@savills.com			
1b. I am				
Owner of the site Developer Land Agent Planning Consultant Other (please specify):	Parish/Town Council Community Group Local Resident Registered Social Landlord			

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	Land at Acle (South Walsham Road, NR13 3EW)
(please include as an attachment to this response form a location plan of the site on an scaled OS base with the boundaries of the site clearly shown)	
Grid reference (if known)	
Site area (hectares)	4.9 Ha

Site Ownership						
3a. I (or my client)						
Is the sole owner of the site	Is a part owner of the site		s not own al interest Itsoever	•		
•	0		\bigcirc			
•	ne, address and contact det					
landowner(s) and attach co	opies of all relevant title plan	s and de	eds (if ava	ilable)		
3c. If the site is in multiple		1				
landownerships do all	Yes		No			
landowners support your			\bigcirc			
proposal for the site?			\cup			
		<u> </u>				
of the sites owners support	he above question please pr	ovide dei	alls of wn	y not all		
of the siles owners support	your proposals for file sile.					
Current and Historic Land U	505					
		land use	e a garic	ulture		
4a. Current Land Use (Please describe the site's current land use e.g. agriculture, employment, unused/vacant etc.)						
Agriculture						
4b. Has the site been previo	ously		Yes	No		
developed?	•					
-)			

4c. Describe any previous uses of the site. (please provide details of any relevant historic planning applications, including application numbers if known)				
None known				
Proposed Future Uses				
5a. Please provide a sh		•	•	•
proposed (if you are proplease go directly to qu	-	•	ated	as local green space
Housing development				
Troubing development				
5b. Which of the following	ng u	use or uses are you prop	oosing	g?
Market Housing [√	Business & offices		Recreation & Leisure
Affordable Housing	√	General industrial		Community Use
Residential Care Home		Storage & distribution		Public Open Space
Gypsy & Traveller Pitches		Tourism		Other (Please Specify)
5c. Please provide furth houses and proposed fl				ding details on number of gs etc.
Approximately 145 dwel	ling	s (at density of 30 dph)		
5d. Please describe any could provide.	/ be	enefits to the Local Area	that	the development of the site
To be considered.				

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.

n/a

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

n/a

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?

No.

New access will need to be determined and established.

No public rights of way that cross or adjoin the site.

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

No

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

Assumed yes. None anticipated (agricultural field).

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?

Low risk of flooding (Flood Zone 1) and very low level of surface water 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?

Requirement for third party land not anticipated.

No known restrictive covenants.

No tenancy issues precluding early delivery of development.

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?							
No							
7g. Heritage Issues: Are there as Parklands or Schedules Monumesite's development affect them	ents on the site or						
None.							
7h. Neighbouring Uses: What ar proposed use or neighbouring u	-	-	ther the				
Agriculture and housing. No.							
7i. Existing uses and Buildings: a be relocated before the site ca		ing buildings or us	es that need to				
No.							
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	Mains water supply						
Mains sewerage O							
Electricity supply	Electricity supply						
Gas supply	Gas supply O						
Public highway							
Broadband internet O O							

Other (please specify):			
8b. Please provide any furthe	er inform	ation on the utilities available on the	site:
carriouse provide any remis			
Availability			
9a. Please indicate when the development proposed.	site cou	ld be made available for the land u	se or
Immediately			•
1 to 5 years (by April 2021)			
5 10 years (between April 20)21 and	2024)	
5 - 10 years (between April 20	5 - 10 years (between April 2021 and 2026)		
10 – 15 years (between April :	2026 and	d 2031)	0
10 10 years (801Weer17 (8111 2020 and 2001)			\cup
15 - 20 years (between April 2031 and 2036)			\bigcirc
9b. Please give reasons for th	e answe	er given above.	
Land can be brought back in	hand im	mediately under existing tenancy agr	eement
Land can be brought back in	nana iin	modiatory under existing terrainey agr	oomon.
At auto talana d			
Market Interest			
		ate category below to indicate what	
	een in ti	ne site. Please include relevant date	s in the
comments section.			
	Yes	Comments	
Site is owned by a			
developer/promoter			
Site is under option to a			
developer/promoter			
Enquiries received			
2.190.10010001100			

Site is being marketed	0				
None	•				
Not known	0				
Delivery					
11a. Please indicate when you begun.	anticip	oate the propose	d develop	ment cou	ld be
Up to 5 years (by April 2021)					•
5 - 10 years (between April 202	l and :	2026)			0
10 – 15 years (between April 20)	10 – 15 years (between April 2026 and 2031)				0
15 - 20 years (between April 20	31 and	d 2036)			0
11b. Once started, how many y proposed development (if know		lo you think it wo	uld take to	complet	e the
Approximately 3 years					
Viability					T
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				✓	
			Yes	No	Unsure
12b. Do you know if there are the costs that could affect the viab infrastructure, demolition or gro	ility of und c	the site e.g. onditions?	0	•	0
12c. If there are abnormal costs	s assoc	ciated with the sit	e please p	orovide de	etails:
12d. Do you consider that the sifer its proposed use taking into current planning policy and CII other abnormal development of the site?	accou . consi	unt any and all derations and	•	0	0

12e. Please attach any viability assessment or development appraisal you have undertaken for the site, or any other evidence you consider helps demonstrate to viability of the site.	
Other Relevant Information	
13. Please use the space below to for additional information or further explanation any of the topics covered in this form	ons

Check List	
Your Details	√
Site Details (including site location plan)	✓
Site Ownership	√
Current and Historic Land Uses	✓
Proposed Future Uses	V
Local Green Space (Only to be completed for proposed Local Green	
Space Designations)	<u> </u>
Site Features and Constraints	✓
Utilities	
Availability	lacksquare
Market Interest	√
Delivery	✓
Viability	1
Other Relevant Information	√
Declaration	√

14. Declaration

I understand that:

Data Protection and Freedom of Information

The Data Controller of this information under the 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:

- 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.

Disclaimer

The responses received as part of the Greater Norwich Local Plan "Call for Sites" 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 Call for Sites Response Form Guidance Notes.

I agree that the details within this form can be held by Norfolk County Council and that those details can be shared with Broadland District Council, Norwich City Council and South Norfolk District Council for the purposes specified in this declaration.

Name Mr W R Lusty	Date 7 July 2016		