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

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 2036. 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 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 2036.

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

Conto	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 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.
	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 O	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.
Currer	nt 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	sed 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
devel	al Green Space designation is a way to provide special protection against opment for green areas of particular importance to local communities. This 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.
- 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.

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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. 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 available the development. 9b. Please explain the timing and availabliity of your site. Market Interest 10. Please indicate what (if any) level of developer interest there has been in the site to date. Delivery	7-	
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Delivery 11a. Please tick the relevant box indicating when the proposed development	10.	Please indicate what (if any) level of developer interest there has been in
11a. Please tick the relevant box indicating when the proposed development		the site to date.
	Delive	ry
	11a	Please tick the relevant box indicating when the proposed development
1		
lacksquare		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).
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 Site Submission Form

FOR OFFICIAL USEONLY	
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	Ms				
First Name	Nicky	Nicky			
Last Name	Parsons				
Job Title (where relevant)	Director				
Organisation (where relevant)	Pegasus Grou	ab			
Address	Suite 4, Pione	er House, Vision Park, Histon, Cambridge			
Post Code	CB24 9NL				
Telephone Number	01223 202100				
Email Address	nicky.parsons	@pegasusgroup.co.uk			
1b. I am					
Owner of the site		Parish/Town Council			
Developer		Community Group			
Land Agent		Local Resident			
Planning Consultant		Registered Social Landlord			
Other (please specify):		1			
1c. Client/Landowner Deta	ils (if different t	rom question 1a)			
Title					
First Name					

Last Name				
Job Title (where relevant)				
Organisation (where relevant)	Trustee	s of the Arminghall S	ettlement	
Address				
Post Code				
Telephone Number				
Email Address				
2. Site Details				
Site location / address and code	post	Land at and adjacent Whitlingham Country Park, Norwich (including land to the north of the A47)		
(please include as an attac		Nearest postcode:	NIP1 / SPP	
to this response form a location plan of the site on an scaled OS		(See attached masterplan document for site		
base with the boundaries of the		location plan)	sierpian aocument foi site	
site clearly shown)				
Grid reference (if known)		TG 25614 07187		
		X (Easting): 625614 Y (Northing): 307187		
Site area (hectares)		200ha		
Site Ownership				
3a. I (or my client)				
Is the sole owner of the site	Is a pai	rt owner of the site	Do/Does not own (or hold any legal interest in) the site whatsoever	
\boxtimes				

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).					
As identified above					
3c. If the site is in multiple landownerships do all	Yes	No			
landowners support your proposal for the site?					
3d. If you answered no to the of the sites owners support y	ne above question please prov your proposals for the site.	ide details of	why not	all	
Current and Historic Land U	\$ 2 \$				
	e describe the site's current lar	nd use e.g. aç	griculture	,	
This part of the site is occup	parts with the Country Park occ pied by a variety of recreation (Great Broad and Little Broad.			alf.	
The land to the south is larg	ely in agricultural use with som	e areas of wo	odland.		
4b. Has the site been previous developed?	ously	Yes	No	O 71	
	uses of the site. (please providents, including application numb		ny releva	nt z	

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).					
A masterplan proposal for the entire site is currently being prepared to improve visitor attractions and open up larger areas to public recreation uses. The uses envisaged would be complementary to the existing activities and involve uses associated with tourism and recreation.					
5b. Which of the following u	se or uses are you proposing	j ?			
Market Housing	Business and offices	Recreation & Leisure 🛛			
Affordable Housing	General industrial	Community Use			
Residential Care Home	Storage and distribution	Public Open Space 🛛			
Gypsy and Traveller Pitches	Tourism 🗵	Other (Please Specify)			
	etails of your proposal, incluspace of commercial building				
The details are still being developed and so specific information cannot be provided at this stage. A draft masterplan is attached to explain the emerging proposals. This is currently being refined to take on board feedback from the Whitlingham Charitable Trust.					
5d. Please describe any benefits to the Local Area that the development of the site could provide.					
The proposal will benefit the local area by providing new and improved leisure and recreation uses with tourism facilities that will help to enhance the visitor attraction of the site, to the benefit of the wide economy. It will also provide increased areas of publicly accessible open space and provide an alternative destination to the more ecological sensitive open space areas nearby by. It provides the opportunity to reduce the visitor pressure on these more ecologically sensitive location. The proposals will therefore provide social, economic and environmental benefits for existing and future residents and the local environment.					

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.

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

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?

The site is currently accessed via Whitlingham Lane. Opportunities to improve access to the south will need to be explored. At present, an access to the south already exists and the opportunities being explored involve opening this up to those accessing the existing Country Park and the additional land to be provided. Further bridge links over the River Yare are also being investigated and are already supported by existing planning policy.

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

None to report

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

None to report

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?

Parts of the Country park site are in flood zone 3 with flooding associated with the River Yare

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?

The site is crossed by permissible footpaths as a well as a byway along Whitlingham Lane. The Country Park site is managed under lease by Whitlingham Charitable Trust.

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?

Yes – the site includes the Whitlingham Great and Litle Broad and is bordered by the River Yare to the north. It includes large areas of woodland as well as local and national nature reserves and areas of geodiversity.

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?

Yes – the site is identified as a Registered Park and Garden (Grade II) and includes Grade II and Grade II* listed structures within the area. There are also Grade II structures close to the boundary of the site.

7h. Neighbouring Uses: What are the neighbouring uses and will either the proposed use or neighbouring uses have any implications?

Yes – the existing activities within the Country Park and the residents at Whitlingham Hall (not include within this site but surrounded by it). The local community at Trowse may also be affected.

7i. Existing uses and Buildings: are there any existing buildings or uses that need to be relocated before the site can be developed.

The existing buildings within the site are being considered for redevelopment. They will not be relocated.

7j. Other: (please specify	y):	•
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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 sewerage	\boxtimes				
Electricity supply					
Gas supply					
Public highway	\boxtimes				
Broadband internet	\boxtimes				
Other (please specify):					
There are existing utilities that serve the existing uses within the Country Park and the residents at Whitlingham Hall. Additional connections and diversions will be reviewed as the proposals for this site emerge.					
[
Availability 9a. Please indicate when the sit development proposed.	e could be made	available for the	land use or		
Immediately					
1 to 5 years (by April 2021)					
5 - 10 years (between April 2021 and 2026)					
10 – 15 years (between April 2026 and 2031)					
15 - 20 years (between April 2031 and 2036)					
9b. Please give reasons for the answer given above.					

The emerging masterplan for this site is expected to cover a 15 year period with some elements being implemented immediately and others being developed during the lifetime of the masterplan.

Market Interest				
10. Please choose the most appropriate category below to indicate what level of				
-	n in th	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	\boxtimes			
Site is being marketed				
None				
Not known				
Delivery				
11a. Please indicate when you anticipate the proposed development could be begun.				
Up to 5 years (by April 2021)				
5 - 10 years (between April 2021	and:	2026)		
10 – 15 years (between April 202	26 and	d 2031)		
15 - 20 years (between April 2031 and 2036)				
11b. Once started, how many years do you think it would take to complete the proposed development (if known)?				
		a 15 year period with elements being	9	
implemented throughout that p	eriod			

Viability				
12a. You acknowledge that there are likely to be police	y requirer	ments		
and Community Infrastructure Levy (CIL) costs to be m	et which v	vill be in		
addition to the other development costs of the site (depending on the			\bowtie	
type and scale of land use proposed). These requirements are likely to				
include but are not limited to: Affordable Housing; Spo		&		
Children's Play Space and Community Infrastructure Le				
	Yes	No	Unsure	
12b. Do you know if there are there any abnormal				
costs that could affect the viability of the site e.g.			\bowtie	
infrastructure, demolition or ground conditions?				
12c. If there are abnormal costs associated with the sit	e please p	provide de	etails:	
12d Do you consider that the site is currently viable				
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	\boxtimes			
other abnormal development costs associated with				
the site?				
12e. Please attach any viability assessment or develop	ment ann	raisal vou	have	
undertaken for the site, or any other evidence you cor		-		
viability of the site.				
videnily of me sile.				
None Available				

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	COMPLETE
Site Details (including site location plan)	COMPLETE
Site Ownership	COMPLETE
Current and Historic Land Uses	COMPLETE
Proposed Future Uses (see draft masterplan enclosed)	COMPLETE
Local Green Space (Only to be completed for proposed Local Green	
Space Designations)	
Site Features and Constraints	COMPLETE
Utilities	COMPLETE
Availability	COMPLETE
Market Interest	COMPLETE
Delivery	COMPLETE
Viability	COMPLETE
Other Relevant Information	N/A
Declaration	COMPLETE

14. Disclaimer

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:

- 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

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.

See our Privacy notice here http://www.greaternorwichlocalplan.org.uk/ for information on how we manage your personal information

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.

Name	Date
	15/2/19