

Planning Pembrokeshire's Future  
**Local Development Plan**

**Cynllun Datblygu Lleol**

Cynllunio Dyfodol Sir Benfro



# Guidance Note for completing the Candidate Site Submission Form



Please E-mail your completed forms to:  
***ldp@pembrokeshire.gov.uk***

Please ask for the LDP team 01437 764551

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The following guidance note seeks to provide support to promoters of land and other interested parties on the information required as part of the Candidate Site process.

**This process is an evidence gathering exercise. In accepting submissions the Council makes no guarantee that the Candidate Site will be included (Allocated) in the Local Development Plan (LDP) as they will need to meet the criteria based assessment that will follow.**

The information obtained will help establish the availability of land and provide a starting point for assessing the site's suitability when formulating a vision for the Replacement LDP and subsequent strategic options for development across the County.

Preparing a Replacement LDP is a new process. **Land currently allocated in the current LDP will not not automatically be included in the Replacement LDP.** Consequently these sites should also be submitted as Candidate Sites.

Since the adoption of the current LDP, a number of interested parties have submitted expressions of interest for sites to be considered in the LDP. It will be necessary for these interested parties to resubmit their sites using the Candidate Site Submission Form to ensure that all candidate sites are submitted and assessed in a consistent manner.

The Council's Property Division may also put forward sites for inclusion in the form of Candidate Sites, given that it is also a landowner within the County. Any such submissions will be treated on the same basis as all other site submissions.

### What to include in your submission

The minimum information required for each submission to be considered must include:

- A completed Candidate Site submission form. **A separate form must be completed for each individual site submitted.**
- An up to date plan of the site (preferably on an OS base, scale 1:1250 or 1:2500 with the site edged with a red line and a blue line drawn around any immediately adjoining land in the same ownership). Ordnance survey maps can be purchased from Planning Reception at County Hall or at [www.OrdinanceSurvey.co.uk](http://www.OrdinanceSurvey.co.uk) and from other sources including bookshops. The current LDP maps may also be used and are available to download from the Council's website (<https://www.pembrokeshire.gov.uk/adopted-local-development-plan>).

# Completing the Candidate Site Submission Form

## Site Details

### 1. Site Location

Submissions must 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. **A separate form must be completed for each individual site submitted.**

### 2. Site Area

Candidate site submissions should identify the area of the proposed site. This should be identified in hectares.

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

- Policy SP12 of the current LDP (<https://www.pembrokeshire.gov.uk/adopted-local-development-plan>) lists the identified settlements in the LDP.
- The LDP proposals maps are available on the LDP webpage, which allows promoters of land to identify the existing settlement boundaries of a settlement.

*The term 'well related' is defined as being well related to the built form of a settlement in terms of proximity, physical connectivity and visual relationship.*

### 4. What is the current use of the site?

Submissions should identify the current land use of the site. This includes land uses such as housing, retail, employment, agriculture, residential, mixed use, tourism and recreation etc. For mixed uses, please specify the range of uses.

### 5. What is the proposed use of the site?

Submissions should identify the proposed land use of the site. This includes land uses such as housing, retail, employment, mixed use, retention of current use etc. For mixed uses, please specify the range of uses

### 6. Are there any buildings on the site? Please indicate yes or no.

### 7. If yes, are the buildings in use or are they vacant?

The candidate site submission should identify if there are any buildings on the site which may be demolished, or utilised as part of a new development. 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.

## Site Ownership

### 8. Does the proposer own the site?

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

### 9. If the proposer does not own the site, has the landowner been contacted and agreed to the potential development (where applicable) of the site?

In most instances, submissions which are not in the proposers' ownership will, in general be to retain the current use of the site, and to restrict future development of that land. However, where the proposer wishes to consider land for inclusion for development in the LDP, but



they do not own the entire site, then they should identify how this is to be achieved. Has the landowner been contacted and agreed to the potential development of the site? If so, the proposer of the land should provide evidence to this effect.

#### **10. Does the proposer own or control any adjoining land?**

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.

## **Deliverability of the Site**

### **Residential Use**

#### **11. Are you proposing a residential use on the site? If so, please specify which use it is for.**

**In order to determine site capacity all sites will be assessed based on an indicative density of 30 dwellings per hectare.**

The submission should identify the form the development is looking to take.

- A housing allocation requires 5 or more units to be developed on the site.
- Small scale housing development is considered to be less than 5 units. Candidate site proposals which fall under this classification will in general be to amend the settlement boundary of a settlement.

Site Size for Residential Development – In line with the approach taken in the current LDP and in Joint Housing Land Availability Studies for Pembrokeshire County Council, the Council will define ‘small’ sites as being 4 or less units and ‘large’ sites as being 5 units or more which equates to an average site size of 0.15ha (0.37 acres) or greater. Traditionally ‘small’ sites have not been allocated in development plans and it is proposed that this approach is continued into the preparation of the Replacement LDP. Therefore ‘small’ sites which are likely to be unable to accommodate 5 or more units will not be carried forward as Candidate Sites into the next stages of site assessment. All sites which fall below this threshold will be considered as part of a settlement boundary review to determine if they are appropriate for inclusion within the settlement boundary having regard to the LDP2 strategy. Nevertheless, they will still be subject to the same initial assessments as part of this stage.

- Specialist or supported accommodation includes any accommodation aimed at providing for the special needs of various groups, in particular the elderly but also for sheltered accommodation, residential care, extra and domiciliary care, or respite, palliative or hospice care (Class C2 of the Use Classes Order 1987 as amended).
- Gypsy Traveller sites include any proposals for permanent or transit Gypsy Traveller pitches.

#### **12. For all types of residential proposals, please specify how and when (during which years) it is anticipated that the site will be delivered.**

## In all cases

- Promoters of land should provide a supporting statement to identify the site's characteristics. Whilst this list is not exhaustive, it should consider general planning principles. The supporting statement should include any relevant information such as topography, boundary treatments, ecology, access etc.
- Promoters of land should submit 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.
- Promoters of land should include a supporting statement which identifies the site's potential infrastructure connections to the wider framework e.g. sewerage, electricity and water connections.

## For Gypsy Traveller Sites

**Submissions should specify the number of pitches proposed and indicate the number and type of caravans anticipated per pitch, together with any wash room facilities. Submissions should also indicate whether the proposal is for a transit or permanent site.**

### 13. Would you be happy for the land to be identified in the plan as a self-build/custom site for housing proposals?

**Self-build and custom housebuilding** are where an individual, an association of individuals, or persons working with or for individuals or associations of individuals, build or complete houses to be occupied as homes by those individuals. In all cases whether a home is self-build or custom build, the initial owner of the home will have primary input into its final design and layout.

Yes or no is the sufficient level of detail for this answer. PCC wishes to encourage the opportunity for self-build or custom build sites in the Replacement LDP.

### 14. Would you be happy for the land to be identified as a 100% affordable housing site?

**Affordable Housing** – Housing with mechanisms in place to ensure that it is financially accessible to those who cannot afford market housing. Affordable housing should be affordable on first occupation and for all subsequent occupiers. Affordable housing may be made available for rent or for purchase at a cost below the market value.

Yes or no is the sufficient level of detail for this answer. PCC wishes to encourage the opportunity for 100% affordable housing sites in the Replacement LDP.

## Non- residential land use

**15. Please identify how the site will be developed for its intended use (see question 5 proposed use).**

- Where the proposed site is for non-residential use, promoters of land should provide a supporting statement to identify the site's characteristics and indicate how it might be developed. An indication of gross floorspace proposed would be helpful for retail and employment uses. The supporting statement should include any pertinent information such as topography, boundary treatments, ecology, access etc.

**16. When would you intend to bring the site forward for development?**

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

**17. If you wish to propose that the site is protected from development please explain how and why**

Please explain if you are seeking to protect the site from development and use you propose the site should have or use you wish to see retained.

## Accessibility

**18. Is the site accessible from the existing public (adopted) highway?**

**19. Does the site have a suitable access point with adequate visibility? If yes, please identify how this is achieved:**

A key consideration in identifying 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. This detail will be required for all types of development proposed.

## Environment, Infrastructure and Utilities

**20. Is the site located within a flood risk zone as identified in the TAN 15 Development Advice Maps? (Link to NRW Flood Maps)**

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) **Development and Flood Risk – Technical Advice Note 15 (TAN15)** – this document is published by the Welsh Government and can be found on their website -

<http://gov.wales/topics/planning/policy/tans/tan15/?lang=en> 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.*

## **21. Is the site previously developed (Brownfield) or is it a Greenfield site?**

Proposers of land should identify whether the land being considered is previously developed or undeveloped land. Please see Planning Policy Wales; Figure 4A (page 70) - <http://gov.wales/docs/desh/publications/160104ppw-chapter-4-en.pdf> for the definition of previously developed land.

## **22. Does the site have an available water connection?**

Proposers should indicate if the site has an available and viable water connection. If the site does not have a water connection, please identify how this could be achieved.

## **23. Does the site have a suitable sewerage connection?**

Proposers should indicate if the development has a viable method of foul sewage disposal. Methods include cesspit, public sewers, septic tanks etc.

Water and Sewerage – Dwr Cymru/ Welsh Water operate a pre-planning service. Please note that Dwr Cymru/Welsh Water charge a fee of £155 for this service. Details can be found at: <http://www.dwrcymru.com/en/Developer-Services/Pre-Planning.aspx>

## **24. Are there any historic or archaeological features or designations affecting the site?**

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 or near the site could be retained or enhanced.

These include Historic Landscapes (included on the Historic Landscapes in Wales and Register of Historic Parks and Gardens in Wales), Scheduled Ancient Monuments and Listed Buildings. Further information can be sought from Dyfed Archaeological Trust. <http://www.dyfedarchaeology.org.uk/>. Also see Cadw - <http://cadw.gov.wales/?lang=en> And Historic Landscapes, Parks and Gardens - <http://cadw.gov.wales/historicenvironment/protection/historiclandscapes/?lang=en>

## **25. Are there any landscape or ecological features / designations or protected species which may be impacted upon by the development of the site?**

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. Site submissions should be in accordance with the guidance set out in the Council's Biodiversity Supplementary Planning Guidance (<https://www.pembrokeshire.gov.uk/adopted-local-development-plan/ldp-supplementary-planning-guidance>)

## **26. Are there trees or hedgerows which may be impacted upon by the proposed development?**

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.

## **27. Please provide any other relevant information to support your submission.**

Please provide any further information which has not been covered in the previous questions, or collate as part of an overall supporting statement.

### **What Happens Next?**

Each site submission will be acknowledged and you may be contacted should further information be required.

All site submissions will be added to a Register of Candidate Sites and made available at a later date for inspection on the Council's website. When all submitted sites have been compiled, they will also be available on a CD ROM format for inspection at County Hall, Customer Service Centres and Local Libraries. Please note that we will not publish personal contact details but will identify the name of the person(s) or organisation which has suggested them in the interests of transparency. Each site on the register will be given a unique reference number accompanied by a map showing the site boundary together with basic information such as site area, existing uses and proposed uses. **Please note that the Candidate Site Register will be made available for information only.**

Each site will be assessed in a transparent manner against a set of standard criteria. The criteria is likely to include consideration of issues such as the need for development, availability/deliverability of the site, environmental impacts upon designated or protected sites, proximity to local services and possible constraints to development e.g. flood risk or highways access in terms of highways condition and capacity. Once a Preferred Strategy has been agreed sites will also be assessed against compliance with that Strategy.

Following the completion of the assessment of the submitted sites the Council will publish a Site Assessment Report. This evidence base report will set out initial findings and recommendations on Candidate Sites, which will be published on the website. It is not anticipated that this document will be published until Autumn 2019, at the same time as the Council publishes its Deposit Plan.

There will be opportunities to make representations on individual sites later in the Plan process – in particular at Deposit stage, when a full draft Plan with site specific provisions will be published for consultation purposes.

### **Closing date for Submissions**

For Candidate Sites to be considered as part of the Local Development Plan 2 process the submission form and accompanying plan must be returned by **5pm on Tuesday 14<sup>th</sup> August 2018.**

### **Further Information and Contacts**

For further assistance on the Candidate Sites process or the Replacement LDP in general please email [ldp@pembrokeshire.gov.uk](mailto:ldp@pembrokeshire.gov.uk) or contact the LDP Team on 01437 764551.