



South Hams & West Devon

**Strategic Housing Land Availability
Assessment**

Methodology (September 2008)

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Section A

1. Introduction

1.1 This report sets out the proposed methodology and approach to be used by South Hams District Council and West Devon Borough Council in the production of their Strategic Housing Land Availability Assessments (SHLAA).

What is a Strategic Housing Land Availability Assessment?

1.2 The Strategic Housing Land Availability Assessment aims to ensure that there is enough land for new homes to meet the needs of communities. It will identify potential sites for housing in the South Hams and West Devon parts of the Plymouth Housing Market Area (HMA) and their potential for development within 5, 10 and 15 year time frames.

1.3 Planning Policy Statement 3: Housing (PPS3) contains the policy basis for undertaking a SHLAA¹.

1.4 This methodology follows the 'Strategic Housing Land Availability Assessments: Practice Guidance' (July 2007) published by the Department of Communities and Local Government (CLG). Each local authority is required to complete a SHLAA to:

- identify sites with potential for housing
- assess their housing potential
- assess when they are likely to be developed.

It is important to note that whilst the assessment will help to inform future plans, it will not determine whether a site should be allocated for housing. This will occur through the appropriate Local development Framework (LDF) site specific document.

1.5 Because of differences in methodology and Local Development Scheme timetables, as well as Cornwall's unitary status, it has not been possible to progress one SHLAA for the whole of the Plymouth HMA. However this smaller partnership between neighbouring local authorities will maintain contact with the other Plymouth HMA authorities and Dartmoor National Park Authority (part of the Exeter HMA SHLAA partnership) to ensure workable links and consistency between SHLAAs.

1.6 In addition, local developers, land agents, community representatives and Registered Social Landlords will be invited to participate in a stakeholder steering group. This steering group has been involved in preparing this methodology and will consider whether the proposed sites are suitable, available and deliverable. The Partnership approach is further explained in Chapter 2.

¹ Communities and Local Government, Planning Policy Statement 3: Housing

1.7 The SHLAA will be monitored through the Annual Monitoring Report to support updating of the housing trajectory and five-year supply of specific deliverable sites. The survey part of the SHLAA will be refreshed when key LDF documents are reviewed or a five year supply of specific deliverable sites for housing is not clearly identifiable.

1.8 The main objective of the SHLAA is to identify a range of potential housing sites within the South Hams and West Devon parts of the Plymouth HMA. The core requirements for the SHLAA, taken from the CLG Practice Guidance², are set out in table 1 below.

Table 1: Core Requirements

1	A list of sites, cross-referenced to maps showing locations and boundaries of specific sites (and showing broad locations, where necessary).
2	Assessment of the deliverability/developability of each identified site (i.e. in terms of its suitability, availability and achievability) to determine when an identified site is realistically expected to be developed.
3	Potential quantity of housing that could be delivered on each identified site or within each identified broad location (where necessary) or on windfall sites (where justified).
4	Constraints on the delivery of identified sites.
5	Recommendations on how these constraints could be overcome and when.

2. The Policy Background

2.1 The Planning and Compulsory Purchase Act 2004 introduced major changes to the way the planning policy system operates, Local Plans are to be replaced by Local Development Frameworks (LDFs). The LDF system places emphasis on evidence to support plan-making, this is particularly relevant for housing which is a priority nationally, regionally and locally.

2.2A SHLAA is significantly different from an Urban Capacity Study (UCS), previously required by PPG3, which identified potential housing sites. The SHLAA aims to provide up to date information on housing sites and a more thorough assessment of land potentially available for housing - such as sites in rural settlements, brownfield sites outside settlement boundaries and suitable greenfield sites - by determining the deliverability and developability of potential sites.

² Communities and Local Government, Strategic Housing Land Availability Assessments: Practice Guidance

3. Partnership Approach

- 3.1 A partnership approach to the development of SHLAA across HMAs is encouraged to ensure a joined up and robust approach. Authorities within the Plymouth HMA are all at different stages in the LDF process and consequently will be approaching the SHLAA for their respective areas at different times and with different emphasis. For example, the SHLAA might support a Core Strategy or, where a Core Strategy has already been adopted, it might support a Development Plan Document (DPD).
- 3.2 The HMA partners agree that to provide connectivity across the HMA and continuity in the published documents, key aspects of the SHLAA methodology should be compatible. The results and data produced in the individual assessments will be capable of aggregation to give a wider picture of housing availability over the entire housing market area.

4. Stakeholder Panel

- 4.1 Stakeholders will be involved from the outset for consultation on the methodology and to provide invaluable expertise on each site assessment. Stakeholders will include house builders, social landlords, local property agents, local communities and other agencies which have a recognised interest in the area. The knowledge and expertise of key stakeholders will help to determine the deliverability and developability of sites – as defined in section 7 of the methodology.
- 4.2 There will be an opportunity for key stakeholders to sit on the panel to help assess when and whether sites are likely to be developed. Their specialist knowledge of the housing market and commercial viability will help to assess the achievability of sites which have been identified as 'suitable' and 'available' in the SHLAA report.
- 4.3 The panel will provide a representative balance of the housing industry in the Plymouth HMA to ensure that the assessment remains objective, the stakeholders:
- are volunteers and will receive no financial reward;
 - will sign the memorandum of establishment and memorandum of participation of the South Hams and West Devon SHLAA;
 - must declare any interest in sites that they own or represent, and;
 - will not have access to any confidential information.

The SHLAA is an ongoing process that will require periodic update. Further stakeholder panels will be formed to undertake this as necessary.

Section B

Methodology

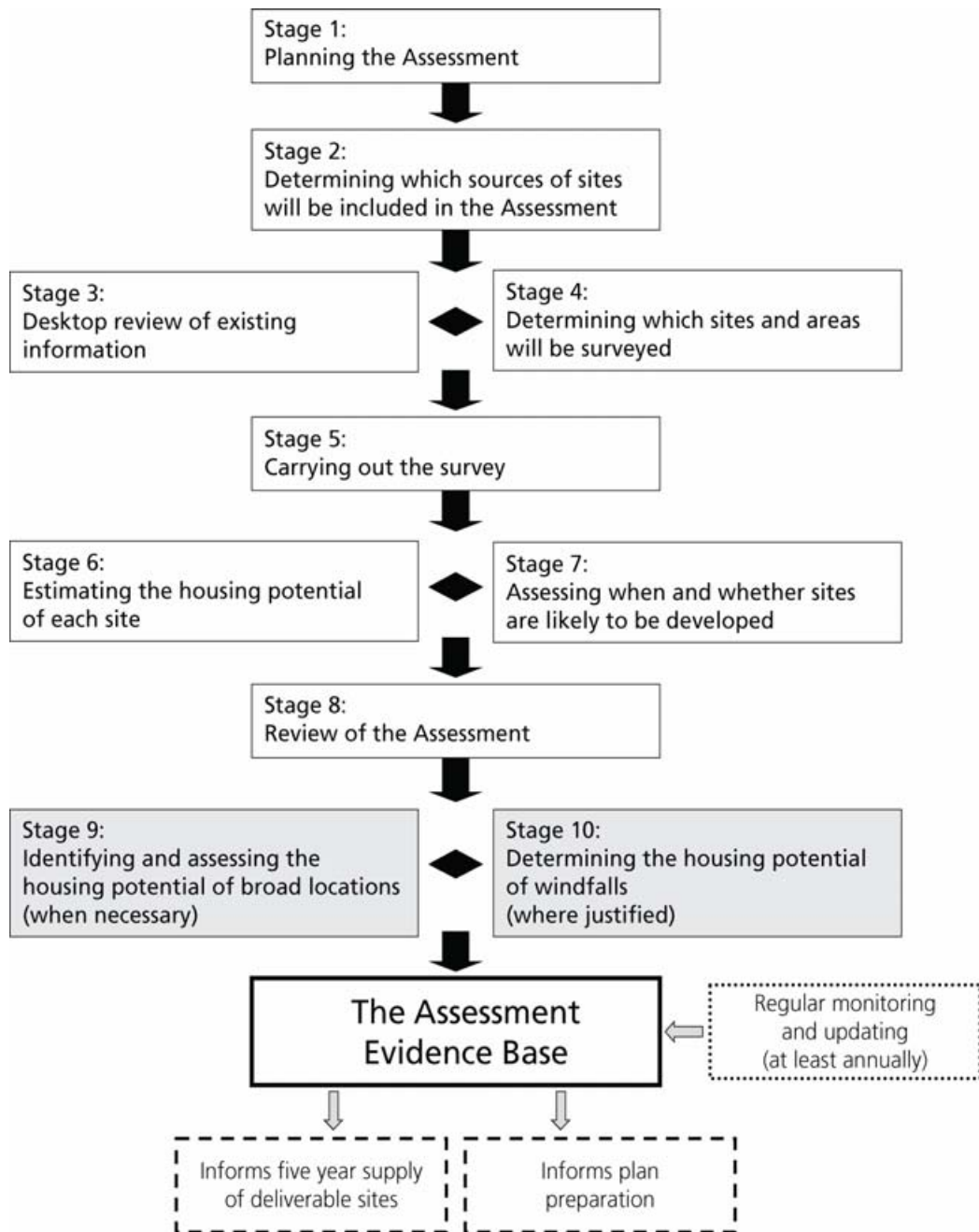
5. Stage 1 – Planning the Assessment

5.1 The Local Authorities within the Plymouth HMA will undertake their own SHLAA; South Hams and West Devon will follow this joint methodology, each according to their own timetable, as shown in table 2. The specific organisational details such as management and scrutiny arrangements and the skills and resources required to produce the SHLAA will be addressed from the outset. These will be considered by each local authority for their particular SHLAA.

5.2 Figure 1, taken from the CLG Practice Guidance³, highlights the eight main stages of the assessment. It is recommended that these stages be carried out in order, as a set methodology for undertaking the SHLAA. Stages 9 and 10 are considered optional, should the assessment fail to produce the amount of housing land required in the five year timeframe. Stages 3 and 4, 6 and 7 and 9 and 10 may be carried out in conjunction with each other.

³ Communities and Local Government, Strategic Housing Land Availability Assessments: Practice Guidance

Figure 1: Stages for the preparation of a SHLAA



The planned timetables for the South Hams and West Devon are shown in Table 2 which provides detail of the joint and individual stages in developing their SHLAA's and distributing the workload.

Table 2: Draft Project Plan for the SHLAA

Stage		Councils / Panel	2008												2009								
			March		April		May		June		July		August		September		October		November		December		January
1 & 2	Develop methodology	Joint																					
3	Desktop review and site identification	South Hams																					
		West Devon																					
4	Call for sites	South Hams																					
		West Devon																					
5	Survey sites	South Hams																					
		West Devon																					
6	Analysis of Housing Potential of Sites	South Hams																					
		West Devon																					
7	Panel's survey work	Stakeholder Panel																					
8	Panel's assessment of deliverability	Stakeholder Panel																					
9	Review - risk assessment, compare to RSS figures	South Hams																					
		West Devon																					
10	Publish document	South Hams																					
		West Devon																					

6. Stage 2 – Determining which sources of sites should be included in the Assessment

6.1 As many sources as practicable will be utilised to complete the assessment. Table 3 identifies the sources of sites to be investigated, using an extract from the CLG guidelines.

Table 3: Sources of Sites with Potential for Housing

Sites in the Planning Process	Sources of information
Land allocated (or with permission) for employment and other land uses which are no longer required for those uses.	Allocations from the Local Plans. De-allocated Employment sites (assessed during a review of Employment Land). Sites of recent business closure where a mixed used scheme might now be appropriate.
Existing housing allocations and site development briefs.	Site allocations remaining from the Local Plan are contained within commencement and completion data.
Unimplemented/outstanding planning permissions for housing.	Unimplemented and outstanding planning permissions dating back five years.
Planning permissions for housing that are under construction.	Extracted from the Building Control database.
Sites not currently in the planning process	
Vacant and derelict land and buildings.	A list of such sites is uploaded annually onto the NLUD database for English Partnerships, Council officers may know of new sites in this category. Site visits during the SHLAA site survey process may bring others to light.
Surplus public sector land.	Considered in compiling NLUD return with contributions from Council Officers. Investigate any Town/Parish Council, PCC, DCC, SWRDA land in the district.
Land in non residential use which may be suitable for re-development for housing, such as commercial buildings or car parks, included as part of a mixed use development.	Considered in compiling NLUD returns.
Additional housing opportunities in established residential areas, such as under-used garage blocks.	Any such opportunities will be picked up through NLUD and existing / expired planning applications.
Large scale redevelopment and re-design of existing urban areas.	DPDs for example where intensification of activity on employment sites may be achieved through reinvestment part funded by housing development.
Sites in rural settlements and rural exception sites.	DPDs as they are developed. Affordable housing negotiated on exception sites.
Urban extensions.	Either not applicable or through DPDs.
New free standing settlements.	Such as Sherford New Community in the South Hams.
Empty homes.	Discounted as it is currently lower than the regional target and expected to be unnecessary to achieve the SHLAA requirement in the rural areas.

6.2 The assessment allows for the exclusion of particular land or areas, if deemed necessary. Table 4 provides a draft list of the types of sites that will be excluded. The SHLAA reports will specify what land has been excluded and why.

Table 4: Excluded Sites

Land/sites to be excluded from the SHLAA	Justification
The potential site is not within, or not well related to an existing settlement defined in the development plan.	Development in locations unrelated to settlements does not comply with development plan policy.
Sites protected by environmental designations: Local Nature Reserves, County Wildlife Sites, County Geological Sites, National Nature Reserves (NNR), Sites of Nature Conservation Importance (SNCI), Sites of Special Scientific Interest (SSSI), Special Areas of Conservation (SAC), Ramsar site (wetlands of international importance), Environmentally Sensitive Area (ESA), Special Protection Area (SPA) and Scheduled Ancient Monuments.	National, regional and local policies for protection of the environment.
Part of an open space strategy/designation.	Housing development should not result in the loss of protected public open space
Sites which are established employment locations identified as strategic or high quality locations.	For example: <ul style="list-style-type: none"> - Langage Industrial Estate is identified as a key employment area in the SHDC Core Strategy; it also has Assisted Area status, and - Land at Exeter Road, Okehampton is allocated for employment in the WDBC 2005 Local Plan and is currently being developed by the Borough Council in partnership with the Regional Development Agency.
Sites within Flood Zone 3b.	Current policy restricts development on the functional floodplain (Flood Zone 3b). Buildings intended for residential dwellings are not permitted.

6.3 The SHLAA will form a key part of the evidence base underpinning the production of each authority's LDF. It will provide an assessment of available land to inform residential and mixed use site allocations, for which the strategic context is set by the Regional Spatial Strategy (RSS).

7. Stage 3 – Desktop review of existing information

7.1 Stage 2 outlined the data sources that will be investigated in Stage 3 to identify potential housing sites (Table 3). The desktop review will have regard to all of these sources. A minimum site threshold must be set before the desktop survey is carried out.

Public opportunity to identify potential sites

7.2 A press release will be placed in the local newspapers, on websites, and through other networks requesting the formal proposal of potential sites. A standard form (Appendix 1) will be made available to stakeholders and the public to record information about specific sites. This form will be made publicly available, including on each local authority's website, enabling anyone to formally propose potential sites to be considered as part of the assessment.

Site Threshold

7.3 Recent trends data from residential completions monitoring shows that a significant proportion of new housing in South Hams and West Devon occurs on small sites. Such sites are very often unidentified windfall sites that might be infill within development boundaries, rural barn conversions or agricultural dwellings and include redevelopment schemes, the conversion of non-residential properties, and the sub-division of existing dwellings.

7.4 The requirement to visit all potential housing sites places significant staff resource pressure upon the survey teams. Setting a minimum development and site size threshold will reduce this to a more manageable level. As a guideline a minimum site size threshold of five dwellings and 0.07 ha in town centres and 0.12 ha elsewhere will be applied.

Site Maps

7.5 Once site details have been recorded on the site *pro forma* (Appendix 2) the sites will then be mapped on the councils' GIS database. This will enable duplicate sites, which have been identified by more than one source to be removed. The site location maps will be available to view in the final SHLAA reports.

8. Stage 4 – Determining which sites and areas will be surveyed

- 8.1 As a minimum all sites identified by the desk-top review should be investigated and ideally should be visited. However, sites which have recently been granted planning permission for housing or have been subject to recent discussions with the Council therefore may not require a site visit. This would enable the assessment to be completed more efficiently and reduce pressure on limited resources.
- 8.2 Any potential sites for housing development identified through the on-site survey will be added to the sites record database and investigated. Some sites suggested may be subject to ongoing detailed discussion with Development Control, Forward Planning and/or Affordable Housing teams. As such they may have been visited recently and therefore not require re-surveying.

9. Stage 5 - Surveying Sites

9.1 Site characteristics to be recorded will include:

- site size
- site boundaries
- current use
- surrounding land use
- physical constraints

9.2 A standardised site record form will be used to consistently document site information. The site record form is included as Appendix 2.

10. Stage 6 – Estimating the housing potential of the site

10.1 To estimate the housing potential of sites, consideration has been given to the range of housing densities quoted in the development plan and to the minimum site size that would deliver the minimum of five dwellings, as specified in this methodology, in both rural and urban locations.

10.2 The Core Strategy for South Hams specifies 30-40 dwellings per hectare (dph) in rural areas and up to 75 dph in built-up areas. In West Devon, the Local Plan requires developments to be at the highest density compatible with the creation of an attractive living environment, in scale with its surroundings and safeguarding the amenities enjoyed by nearby residents. For the purposes of the SHLAA the higher densities will apply to town centre zones and a density of 40 dph will apply to all other areas. The resulting minimum site areas that would provide five dwellings, calculated using these densities, are shown in Table 5 below.

Table 5: Minimum Site Area

Area / Location	Town Centres (75 dph)	Elsewhere (40 dph)
Minimum Site Area	0.07ha	0.12 ha

11. Stage 7 – Assessing when and whether sites are likely to be developed

11.1 Sites will be assessed under the categories of ‘suitability’, ‘availability’ and ‘achievability’ to determine whether they are likely to be developed and if so, when. This exercise will help inform judgement as to whether a site is deliverable, developable or not currently developable for housing development. Definitions are:

- **Deliverable** – a site is available now, offers a suitable location for housing development and there is a reasonable prospect that housing will be delivered on the site within five years of adoption of the relevant Development Plan Document (DPD)
- **Developable** – a site should be in a suitable location for housing development and there should be a reasonable prospect that it will be available for development at the time envisaged.

11.2 This information will be used to inform the plan making process. It will help determine whether sites should be allocated in a development plan document. **It is not the role of the SHLAA to bring sites forward for allocation.** The guidance indicates that the assessment of deliverable and developable sites should be made irrespective of the level of housing provision actually needed over the plan period.

Stage 7a – Assessing suitability for housing

11.3 Suitable sites for housing are those which offer a suitable location for development that contributes to the creation of sustainable, mixed communities. Each site will be assessed to find out if it is a suitable and sustainable location for housing development.

11.4 For the purposes of this exercise, it is assumed that housing development on any site would conform to the strategic housing objectives identified in the development plan:

- any housing development would be of the highest quality design in terms of aesthetics and layout, and would respect the local character of the surrounding area
- the site would be developed in a way that would promote maximum energy efficiency on the site
- the layout of the site would be designed to promote walking and cycling
- designs would aim to minimise crime
- each site will contribute to the provision of affordable housing in the district.

Method of Assessment – The Suitability Matrix

- 11.5 Each site will be assessed to obtain an overall picture of whether it is a suitable and sustainable option for housing development using a range of criteria based on local and national policy. This will establish whether the site conforms to current policy, whether it is physically suitable, and whether it is in a sustainable location. The list of suitability test criteria is provided in Appendix 3 which includes justification for why each criterion was chosen and the source of information from which it has derived
- 11.6 Each site will be assessed using the criteria in Appendix 3 and recorded on the Site Record Form (appendix 2). The site details will be presented to the panel together with a site location plan and aerial photograph. The panel will use this information to assess the availability and achievability of each site.
- 11.7 A summary of the suitability of each site will be created and will include any identified constraints. Sites not rejected from the assessment on suitability grounds will be assessed against ‘availability’ and ‘achievability’ criteria by the panel.

Stage 7b - Assessing availability for housing

- 11.8 An indication of the availability of potential new housing sites will be provided in the responses to the site identification pro forma (Appendix 1). An opportunity will be provided for landowners/agents, developers and the public to bring sites to the attention of the local authorities by completing a pro forma. The “call for sites” exercise will require landowners/agents, developers and the public to give an indication of the availability of potential new housing sites. This information will help the authorities determine whether a site is available for housing. A site is considered available when it is controlled by a housing developer who has expressed an intention to develop or the landowner has expressed an intention to sell.

Stage 7c - Assessing achievability for housing

- 11.9 ‘Achievability’ is defined as whether there is a reasonable prospect that housing will be developed within specified time periods. This will be affected by market conditions, the costs associated with the development and the phasing of schemes.
- 11.10 To inform estimates of achievability and to ensure development is sustainable, the local authorities will provide information to assist the panel in determining what infrastructure requirements may need to be taken into account when considering sites. For example, this may include affordable housing and open space provision. Achievability might also be affected by potential problems identified in the questionnaire - such as multiple ownerships, ransom strips, tenancies or other requirements of landowners.

- 11.11 The local authorities will consult with the representatives of the Stakeholder Panel, on the likelihood of housing development taking place on each of the sites identified through the SHLAA. The resulting advice will aid the local authorities in determining the “achievability” of each site.

Panel Achievability Consultation Process:

- 1 Local Authority prepares draft SHLAA report detailing available and suitable sites.
- 2 Panel members will have four weeks to consider the Draft SHLAA report and make comments to the Local Authority on the achievability of sites.
- 3 Panel member comments will be collated by the Local Authority.
- 4 The Local Authorities will hold Panel meetings to reach consensus on the when and whether sites are likely to be developed and resolve issues on sites where Panel opinion is divided. Where consensus cannot be reached for a site the Local Authority may choose to apply a Residual Valuation Model to determine “achievability”.

Stage 7d - Overcoming Constraints

- 11.12 Where constraints to development on otherwise suitable sites have been identified, consideration will be given to mitigation measures. Key issues will be discussed between the Local Authorities and the Stakeholder Panel to try and achieve a consistent approach; this might best be achieved during the Stakeholder Panel meeting. If the consideration of overcoming constraints is not possible at the Panel meeting then the views of the Stakeholder Panel will be submitted separately and collated and fed into the SHLAA report by the Local Authority.

12. Stage 8 - Reviewing the Assessment

- 12.1 Those sites found to be “available”, “suitable” and “achievable” will be presented in the final SHLAA report. The sites will be clearly referenced and each contain an aerial photograph, map extract and details of the site.
- 12.2 The purpose of the review of the SHLAA, at this stage, is to compare the resulting housing numbers that can be achieved on sites with the numbers required in the Regional Spatial Strategy housing trajectory for: 0 to 5 years, 5 to 10 years and 10 to 15 years. If not enough potential housing land is available to meet these requirements then the assumptions made in this methodology, such as minimum site threshold and density of development will need to be reconsidered.

12.3 Where the requirements of the trajectory cannot be met through changes to the methodology then Stages 9 and 10 will need to be undertaken.

13. Stage 9: Identifying & Assessing the Housing Potential of Broad Locations

13.1 If this stage is required, further work will be undertaken to establish criteria for focusing the search for broad locations. The Guidance states that broad locations are areas where the general direction of housing development is considered feasible and will be encouraged but where specific sites cannot yet be identified. This will inform communities and developers of future patterns of development. Broad locations might include land where there is significant existing or planned infrastructure, or to avoid the merging of settlements, or respond to local issues and pressures, such as patterns of demand. Examples of locations are:

- within and adjoining settlements or small extensions to existing settlements
- outside of existing settlements
- new communities.

The Stakeholder Panel will be consulted to establish the criteria for assessing these locations. Estimates of potential housing supply at broad locations will need to have considered the emerging RSS, the nature and scale of opportunities offered and local market conditions.

14. Stage 10: Determining the Housing Potential of Windfall (where justified)

14.1 An estimated windfall allowance may be used to demonstrate potential housing growth where it can be clearly demonstrated that local circumstances prevent sufficient potential housing sites being identified to meet development plan provision totals.

14.2 To determine the potential windfall contribution to housing growth within the specified time periods, an estimate will be made of the housing potential by extrapolating recent completion rates from residential completion monitoring records (excluding any sites already counted in the Assessment). This will need to factor in any potential changes to the annual rate of supply, the pattern of redevelopment and current market conditions.

15. Conclusion

- 15.1 This joint South Hams and West Devon Strategic Housing Land Availability Assessment (SHLAA) is a key component of the evidence base to support the delivery of sufficient land for housing within both local authority areas.
- 15.2 This methodology will guide the SHLAAs and ensure that there is consistency between the two local authority areas. It will help the local authorities identify all potential housing sites in and around settlements across each district. However, it is important to remember that the SHLAA does not itself determine whether a site should be allocated for development. Sites with potential for housing that are identified through the SHLAA will be considered further as part of the preparation of site specific DPDs before any site is allocated.
- 15.3 The SHLAA is not a one off process. It should be updated as part of the Annual Monitoring Report Process, although full re-survey should not be necessary every year. If you wish to submit a site for consideration as part of this process in the meantime, please complete the site identification pro forma (appendix 1) and send to the relevant local authority.

Appendix 1



Strategic Housing Land Availability Assessment South Hams District Council & West Devon Borough Council

Site Identification *pro forma*

- Please complete this pro forma if you wish to put forward a potential housing site for consideration.
- You must provide your name and address for your comments to be considered
- You must attach a map clearly showing the precise boundary of the site for your comments to be considered
- Please use a separate form for each site
- This form should be received by South Hams District Council or West Devon Borough Council (whichever the land in question relates) by **4pm Friday 12 September 2008.**

It is important to note that the assessment will help inform future plans, but it does not in itself determine whether a site should be allocated for housing development.

Data Protection

The information that you have provided will be held by South Hams District Council and West Devon Borough Council in accordance with the Data Protection Act 1998.

The information will be used for the Strategic Housing Land Availability Assessment and will be held securely at all times.

If you wish to see the personal data that the Council holds, please contact the Data Protection Officer.

Potential Housing Site Pro Forma

1. Your Details

a. I am: <i>(please tick where appropriate)</i>	The landowner		A developer	
	A land agent		A planning consultant	
	Registered social landlord		Other (provide detail)	
b. Contact Name				
c. Company <i>(if relevant)</i>				
d. Address				
e. Telephone Number				
f. Fax number				
g. Email				
h. Landowner details <i>(if different)</i>	Name:			
	Contact details:			
i. Willingness to develop	Has the land owner(s) been informed of this site submission?	Yes		
		No		
i. Willingness to develop	Are the land owner(s) willing to release this land for development?	Yes		
		No		

Each site included in the SHLAA must be visited by a council officer to assess the site against the site suitability criteria as outlined in the SHLAA methodology. By completing the SHLAA pro forma you consent to an unaccompanied site visit by a council officer to the proposed site. If access to the site is difficult and an unaccompanied site visit is not possible, alternative arrangements should be made.

2. Site Visit

Are there any issues which would prevent council officers visiting the site unaccompanied? <i>(e.g. site is secured)</i> Please provide details.	
In the case that there are issues surrounding an unaccompanied visit please provide details for an alternative arrangement.	

3. Site Details					
a. Site address					
b. Site OS grid reference					
c. Site area in hectares <i>(Minimum area is 0.07 ha for town centres and 0.12 elsewhere unless 5+ dwellings are proposed)</i>					
d. Estimated number of dwellings that could be provided on the site – must be at least 5 dwellings <i>(please take into account any potential constraints).</i>					
e. Current and/or previous use of site if vacant.	Current Use	Previous Use			
f. Relevant planning history <i>(e.g. previous planning applications with ref number - including refusals).</i>					
4. Map of site boundary					
Proposed sites will not be registered unless an Ordnance Survey based map showing the precise site boundary has been provided.				Map enclosed?	
5. Site Condition					
a. Type of site <i>(estimated % of site).</i>	Greenfield		Brownfield (previously developed land)		
b. Are there any buildings on the site suitable for conversion for residential use?	Number of buildings		Type of building(s)		

6. Predicted timescale for development

a. How soon could the site be available for development?	Within 5 years (2008-2013)		
	6-10 years (2014-2018)		
	11-15 years (2019-2023)		

7. Do you believe the site is suitable only for residential use, or for mixed use (with other uses such as industrial, commercial, office, institutional)? Please explain.

8. Site Constraints

Please provide details	Are there any factors which may prevent development on the site?	Could these constraints be overcome?
a. Ownership issues (e.g. multiple ownership, ransom strips)		
b. Contains, or is within or adjoining to a protected area (e.g. SSSI, Conservation Area, protected employment area)		
c. Physical constraints (e.g. topography, drainage, contamination, Tree Preservation Order)		
d. Access issues (e.g. distance from road network, location of site entrance)		
e. Ecological constraints (e.g. species, habitat)		

f. Flood risk		
g. Legal issues (e.g. covenants)		
9. Market Interest		
a. What level of market interest is there for the site?	Site is owned by a developer	Site under option by a developer
	Enquiries received	Site is being marketed
	None	Not known
10. Additional information		
Is there any other information that might affect housing development on the site that we should be aware of?		
I accept that this information can be held for use by SHDC and WDBC		
Signed:	Date:	

Please return completed forms to:

South Hams District Council

Forward Planning Team
 Follaton House
 Plymouth Road
 Totnes
 Devon
 TQ9 5NE

West Devon Borough Council

Strategic Planning Team
 Kilworthy Park
 Tavistock
 Devon
 PL19 9DF

Forward.planning@southhams.gov.uk strategicplanning@westdevon.gov.uk

Appendix 2

**Strategic Housing Land Availability Assessment
 South Hams District Council**

Site Record Form

Site Record Form

1. Site

Surveyor		Date	
Source			
Address			
SHLAA Ref Number		Site Area	
Grid ref		Number of photos taken	
Weather conditions			

2. Planning Information

a. Current planning designation				
b. Is the site within or well related to a development boundary?	Inside development boundary		Adjacent to development boundary	
	Not well related			
	Which development boundary?			
c. Planning history (lapsed applications)				

3. Ownership

a. Landowner	Private		Public (Please specify)	
	Unknown			
b. Landowner details				

4. Greenfield/Brownfield			
Land type	Greenfield		Notes:
	Brownfield		
	Mixed		
5. Current Use			
Current land use			
6. Physical Constraints			
a. Ecology/Diversity			
b. Topography			
c. Flood risk/drainage			
d. Access to integrated transport system	Footpath		Bus route
	Cycleway		Train
	Notes:		
e. Contamination / pollution			
f. Structures on site (e.g. buildings, pylons)			
g. TPO on site			
h. Other			

7. Infrastructure				
Infrastructure	Water supply		Sewage/surface water drainage	
	Gas		Electricity	
8. Landscape Character of Surrounding Area				
a. Nearest settlement	Village/hamlet:			
b. Landscape character	Landscape character type		Landscape character unit	
c. Brief description of landscape character of existing area and potential visual impact				
9. Adjacent Land Use				
a. Current land use of surrounding area				
b. Will the adjacent land use affect the potential for residential dwellings?				
10. Heritage and Conservation				
Is the site within or adjacent to a:	Conservation area		Listed building	
	Scheduled Ancient Monument		Historic Park or Garden	

Appendix 3 – Suitability Criteria

	Criteria	Explanation	Relevant Legislation & Guidance
1. Site			
	Site details to include address of site, SHLAA reference number and grid reference		
2. Planning Information			
	Current planning designation	Information contained within the adopted local plan will detail the designation of land	SH Local Plan
	Is the site within or well related to a development boundary?	Developments in locations unrelated to settlements do not comply with the Development Plan which aims to contribute towards the creation of sustainable, mixed communities.	SH Core Strategy, SH & WD Local Plan
	Planning history	Information on previous applications and the type of use proposed for the site.	
3. Ownership			
	Landowner details	This will enable the achievability of sites to be assessed.	
4. Greenfield/Brownfield			
	Land type	Local policy advises 50% of housing development should be on previously developed land (PDL) or brownfield land. Therefore, brownfield sites are considered more sustainable.	PPS3: Housing RSS SH Core Strategy
5. Current Use			
	Current land use	Information on the use of the land at the time of the site visit.	

	Criteria	Explanation	Relevant Legislation & Guidance
6. Physical Constraints			
	Ecology/Diversity		
	Is the site within or adjoining an area with a defined significant environmental designation including: Sites of Special Scientific Interest (SSSI), Special Area of Conservation (SAC), Ramsar site (wetlands of international importance), National Nature Reserve (NNR), Environmentally Sensitive Area (ESA), Special Protection Area (SPA)?	A site for housing which has the potential to adversely impact on a site of international and/or national environmental importance should not be permitted. Currently, policy restricts development in and around areas with an environmental designation.	PPS9: Biodiversity and Geological Conservation SH Core Strategy
	Will a national landscape designation be affected by development?	Development should not adversely impact on the existing landscape, particularly in areas with national landscape designations to protect scenic beauty, such as Areas of Outstanding Natural Beauty (AONB), or areas adjacent to National Parks. Sites which would cause an unacceptable harm to the setting would be unsuitable for development.	SH Core Strategy
	Topography		
	Is development of the site constrained by topography?	A site with steep slopes will be more difficult to develop, increasing the cost and affect the viability of the site. Vehicular, pedestrian and cycle access for potential residents would also be affected. Level sites are preferred.	

	Criteria	Explanation	Relevant Legislation & Guidance
	Flood/Risk Drainage		
	Is the site within a flood zone?	Where there is an identified risk of flooding, development should be planned preferentially from zones 1 and 2 (lower risk) to zone 3 (higher risk), and if there is no available land, zone 3. If part of the site is at greater risk from flooding, the remaining land must be able to accommodate at least five dwellings at the appropriate density. Current policy restricts development on the functional flood plain (flood zone 3b). Only water-compatible uses are permitted in this zone. Buildings intended for residential use are not permitted.	PPS25: Development and Flood Risk WD SFRA SH SFRA (level 1) SH Core Strategy
	Are there any potential drainage issues?	The topography of the site, surrounding land uses etc could potentially impact on the drainage of surface water run off from sites.	
	Access to integrated transport system		
	Is the site well served by public transport, footpaths and cycleways?	The potential site should be linked to the existing road network to enable construction and for the long term use of the residents. The site should have access to pedestrian and ideally cycle routes. Current policy supports the need for development to be in locations that can be well served by transport modes other than the private car. Development which can be well served should be encouraged.	SH Core Strategy
	Contamination/Pollution		
	Is the site contaminated?	Developing on contaminated sites is likely to take more time and be more expensive than on an uncontaminated site. This may impact the economic viability of the site. However, by developing any contaminated land this would require the removal of any contaminated land and therefore result in environmental improvement.	PPS23: Planning and Pollution Control

	Criteria	Explanation	Relevant Legislation & Guidance
	Structures/Buildings	Any buildings or structures on the site may limit the potential for development. There would be associated costs for removing structures and buildings which would need to be considered as part of the viability.	
	TPO	A TPO on a site could affect the potential for development.	
	Other	Issues such as access, visibility. General observations from site visits.	
7. Infrastructure			
	Infrastructure	Development that is potentially remote from any existing infrastructure provision could affect viability and costs associated with development.	SH Core Strategy
8. Landscape Character of Surrounding Area			
	Landscape Character	The description of the landscape character provides a useful context in which to set the site. The Landscape Character Assessment (type and unit) will provide information for those sites outside a development boundary. Those within development boundaries are classed as urban and therefore a limited generic definition is provided. Information provided on Landscape Character Assessment is correct at the time of writing.	PPS7: Sustainable Development in Rural Areas Devon Structure Plan (2004) SH Core Strategy
9. Adjacent Land Use			
	Current land use of surrounding area	Land use of the surrounding area may potentially impact on future housing development both in a negative and positive manner. The information about surrounding land use may not be evident from photos and maps provided. This section should help to set the site in context with its surroundings.	

	Criteria	Explanation	Relevant Legislation & Guidance
	Would the adjacent land uses adversely affect residents quality of life?	Adjacent existing or planned uses that cause pollution would decrease the desirability of a site and discourage housing development. If appropriate mitigation measures could not have been provided, such uses could impact negatively on resident's lives.	PPS23: Planning and Pollution Control
10. Heritage and Conservation			
	Is the site within or adjacent to a listed building, conservation area, scheduled ancient monument or historic park and garden?	If the site is within or adjacent to a listed building, conservation area, scheduled ancient monument the potential for new housing development may be affected by the requirement to conserve and enhance an historic feature.	PPG15: Planning and the Historic Environment Schedule of Listed Buildings and ancient monuments and conservation area appraisals