

Appendix 2 – Call For Sites Assessment Form & Guidance Note

Strategic Housing and Employment Land Availability Assessment (SHELAA)








Call for Sites 2014

Site Assessment Form - FOR WRITTEN COMPLETION

Introduction

This form is designed to collect a comprehensive level of detail for a full site assessment and we do not expect you to be able to complete every part. Once submitted the Council will continue to complete the form through desktop and on site surveys. As a minimum we require: Landowner/Agent contact details, proposed development type for consideration, Ordnance Survey location map with the site boundary and agreement of Data Protection, Freedom of Information and Disclaimer Statement. **The deadline to submit a site is 2nd June 2014.**

Completing the Form

- A Guidance Note is available to download to support completion.
- Tick Boxes and Open cells  allow you to input your information.
- This symbol  indicates helpful information.
- A  symbol indicates when guidance is available in the Guidance Note.
- Where a tick box function does not offer you your desired selection please proceed to answer in the relevant space marked:  
- The 'Any Further Comments' box is available for further information.

Submitting the Form

- Please use a separate form for each site.
- You can submit your Site Assessment Form and OS map by email to land@richmondshire.gov.uk. Alternatively you can return by post to Richmondshire District Council, Mercury House, Station Road, Richmond, North Yorkshire, DL10 4JX.
- Anonymous proposals cannot be accepted, as we will need to be able to contact you in the future. You may wish to use an agent (e.g. planning consultant, solicitor, estate agent, family member, etc.) to submit proposals on your behalf.

Site Criteria

- The site should be capable of delivering 4 or more dwellings.
- Within Richmondshire District outside of the Yorkshire Dales National Park.

Call for Sites 2014 Webpage

To visit the dedicated Call for Sites webpage please visit

<http://www.richmondshire.gov.uk/planning/local-plan/1220-call-for-sites-2014>

Call for Sites 2014: Site Assessment Form FOR WRITTEN COMPLETION



1. Land Owner Details [REQUIRED]		(Office Use) Site Ref:
Primary Contact for Communication <input type="checkbox"/>		
Name		
Contact Address		
Telephone Number		
Email Address		
G	Site Ownership Statement	

2. Agent Details [REQUIRED]	
Primary Contact for Communication <input type="checkbox"/>	
Name	
Company/Agent	
Contact Address	
Telephone Number	
Email Address	

3. Form Structure & Check List			
1. Land Owner Details [REQUIRED]	<input type="checkbox"/>	11. Heritage	<input type="checkbox"/>
2. Agents Details [REQUIRED]	<input type="checkbox"/>	12. Ecology & Biodiversity	<input type="checkbox"/>
3. Form Structure & Checklist	<input type="checkbox"/>	13. Site Appraisal	A. Availability <input type="checkbox"/>
4. Site Info' & Location [REQUIRED]	<input type="checkbox"/>		B. Suitability <input type="checkbox"/>
5. Site Area & Housing Potential	<input type="checkbox"/>		C. Achievability <input type="checkbox"/>
6. Land Use & Planning	<input type="checkbox"/>		D. Economic Viability <input type="checkbox"/>
7. Site & Surrounding Features	<input type="checkbox"/>	14. Any Further Comments (Optional)	<input type="checkbox"/>
8. Infrastructure	<input type="checkbox"/>	15. Ordnance Survey (OS) Map with Site Boundary. [REQUIRED]	<input type="checkbox"/>
9. Access & Accessibility	<input type="checkbox"/>		
10. Flood Risk	<input type="checkbox"/>	16. Mandatory [REQUIRED]	<input type="checkbox"/>

4. Site Information & Location [REQUIRED] (Office Use) Site Ref:

Site Address	
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G	Has this site been included within a previous Call for Sites?	
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Previous Site Reference (If known)	
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G	Is the site: <input type="checkbox"/> Within the settlement boundary? <input type="checkbox"/> Adjacent to the settlement boundary? <input type="checkbox"/> Open countryside?
---	--

Please indicate which use(s) you would like us to consider for the site	<input type="checkbox"/> Housing <input type="checkbox"/> Employment
---	---

5. Site Area & Housing Potential (where relevant)

G	Total Estimated Area (Hectares)	
---	---------------------------------	--

G	Appropriate Density of Housing (dwellings per hectare) (if known)	
---	---	--

G	Estimated Housing Capacity (Calculation: Site Area (Hectares) x Density per Hectare = Housing Potential)	
---	---	--

6. Land Use & Planning

G	Existing Use(s)	
---	-----------------	--

	Land Type	Greenfield <input type="checkbox"/>	Brownfield <input type="checkbox"/>	Combination <input type="checkbox"/>
G	↳ Greenfield	Grassland	<input type="checkbox"/>	Other, please specify:
		Arable	<input type="checkbox"/>	
		Woodland	<input type="checkbox"/>	
		Open space	<input type="checkbox"/>	
G	↳ Brownfield	Public sector land	<input type="checkbox"/>	Other, please specify:
		Car parks	<input type="checkbox"/>	
		Vacant or derelict land/buildings	<input type="checkbox"/>	
		Long standing employment sites	<input type="checkbox"/>	

G	Previous Use(s)	
---	-----------------	--

G	Adjacent/Surrounding Land Use <i>✍️</i> (Please indicate the land use according to the appropriate boundary)	North	East	South	West
		<i>✍️</i>	<i>✍️</i>	<i>✍️</i>	<i>✍️</i>
G	Planning History <i>✍️</i> (If there is/was a planning application, permission or refusal please provide details and application reference number)	<i>✍️</i>			
G	Pre-application advice <i>✍️</i> (Describe any pre-application advice you may have received)	<i>✍️</i>			

7. Site & Surrounding Features

G	Topography <i>✍️</i> (Description)	Flat <input type="checkbox"/>	Sloping <input type="checkbox"/>	Mixture <input type="checkbox"/>	Constrained <input type="checkbox"/>	
		<i>✍️</i>				
	Elevation of Site (in relation to surrounding ground level) <i>✍️</i> (Description)	Below <input type="checkbox"/>	Same level <input type="checkbox"/>	Raised <input type="checkbox"/>	Significantly Raised <input type="checkbox"/>	
		<i>✍️</i>				
	Ground Conditions <i>✍️</i> (Waterlogged, firm etc...)	Drained <input type="checkbox"/>	Boggy <input type="checkbox"/>	Stable <input type="checkbox"/>	Unstable <input type="checkbox"/>	Don't Know <input type="checkbox"/>
		<i>✍️</i>				

	Present <input type="checkbox"/>	Possible <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
Pollution/Contamination <i>(Type, amount etc...)</i>				
	River <input type="checkbox"/>	Stream <input type="checkbox"/>	Underground <input type="checkbox"/>	Pond <input type="checkbox"/>
Water Courses <i>(Name, location within site, constraining etc...)</i>				
	Present <input type="checkbox"/>	Possible <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
Underground Resources/ Constraints <i>(Old mine workings, coal, minerals etc...)</i>				
	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Are there any Buildings/Other Structures on the site? <i>(Barn, folly etc...)</i>				
	On to the Site			
Key Views <i>(Important views on to and from the site)</i>	From the Site			


8. Infrastructure

G	Existing Services <i>(Either on site or up to the site boundary)</i>	Gas	<input type="checkbox"/>	Mains Water	<input type="checkbox"/>
		Electricity	<input type="checkbox"/>	Sewerage	<input type="checkbox"/>
G	Potential for a decentralised renewable energy generation scheme?			Yes <input type="checkbox"/>	No <input type="checkbox"/>





G	Infrastructure Constraints <i>(Pipelines, Overhead Lines and any other constraints etc...)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>

9. Access & Accessibility







G	Access to adopted Highway <i>(Ownership, ransom strip, other restrictions or limitations)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Ransom Strip <input type="checkbox"/>	Via private road <input type="checkbox"/>
G	Nature of adopted Highway <i>(e.g. 20mph, B road, Unclassified)</i>	Speed Limit:	Road Classification:		
		Is there a pedestrian pavement?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
G	Visibility of adopted Highway <i>(Assuming the most appropriate site entrance; describe visibility, and possible improvements where necessary)</i>	Good <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Poor <input type="checkbox"/>	
G	Public Rights of Way <i>(Brief description and if restrictive to future development)</i>	<input type="checkbox"/> Public Right of Way	<input type="checkbox"/> Permissive Right	None <input type="checkbox"/>	
	Accessibility to: Local Services	<u>Travel Time (Minutes) Driving to</u>		<u>Services</u>	
				Convenience Store	
				GP Surgery	
				Primary School	
	Accessibility to: Higher Level Services	<u>Travel Time (Minutes) Public Transport to</u>		<u>Services</u>	
				Hospital	
				Secondary School	
				Employment Area	
		Retail Centre			




(Any other comments) 

10. Flood Risk




		Zone 1 <input type="checkbox"/>	Zone 2 <input type="checkbox"/>	Zone 3a <input type="checkbox"/>	Zone 3b <input type="checkbox"/>
G	Flood Risk  (Please indicate which zone your site is within if known, zone definitions are included in the supporting guidance)				
	↳ Is the site susceptible to flooding?				
	↳ If Yes, could realistic mitigation measures be undertaken to reduce risk?				

11. Heritage

		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Near by <input type="checkbox"/>	Don't Know <input type="checkbox"/>
G	Listed Buildings/Structures  (Please describe e.g. Barn, folly etc including listing status)				
	Scheduled Ancient Monument  (Please describe)				
G	Non-Designated Heritage Assets  (Assets that are not formally designated)				

G	Archaeological Features <i>(Please describe)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Possible <input type="checkbox"/>	Don't Know <input type="checkbox"/>
					
G	Conservation Area(s) <i>(Is site within a conservation area? Please name)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Near By <input type="checkbox"/>	Don't Know <input type="checkbox"/>
					
G	Tree Preservation Order (TPO) <i>(Number, location etc...)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>	
					

12. Ecology & Biodiversity





G	Vegetation <i>(Please describe e.g. Wood, meadow etc...)</i>	Wood <input type="checkbox"/>	Trees <input type="checkbox"/>	Hedges <input type="checkbox"/>	Overgrown <input type="checkbox"/>	None <input type="checkbox"/>
						
G	Protected Species <i>(If present or possible please list e.g. bats, newts, badgers, orchids, plants etc...)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Possible <input type="checkbox"/>	Don't Know <input type="checkbox"/>	
						
G	Designation(s) <i>(Is/Are there any Designations that may affect the site?)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Near By <input type="checkbox"/>	Don't Know <input type="checkbox"/>	
						

13. Site Appraisal

G *✍* The questions below are advanced and as such are not necessary to complete if unknown.

13.A. AVAILABILITY

		0-5 Yrs <input type="checkbox"/>	6-10 Yrs <input type="checkbox"/>	11-15 Yrs <input type="checkbox"/>	16 Yrs plus <input type="checkbox"/>
G	Availability for Development <i>✍</i> (Any known or possible delays, if not available immediately please state why etc...)	<i>✍</i>			
G	Tenancies	Tenancies <input type="checkbox"/>	None/Vacant Possession <input type="checkbox"/>	Don't Know <input type="checkbox"/>	
G	↳ If present, please select most relevant. <i>✍</i> (Please state any further information you feel is relevant)	Constraint <input type="checkbox"/>	Not a constraint <input type="checkbox"/>	Unknown <input type="checkbox"/>	
	Ownership & Control <i>✍</i> (Number of owners/controllers of the site, type of owner/controller please describe etc...)	No. of Owners/Controller		Type of Owner/Controller	
		<input type="checkbox"/> Single <input type="checkbox"/> 2 or 3 <input type="checkbox"/> 4 or 5 <input type="checkbox"/> 6 or more		<input type="checkbox"/> Private Land Owner <input type="checkbox"/> Developer <input type="checkbox"/> Public Authority <input type="checkbox"/> Other <input type="checkbox"/> Mixture	
G	Does the owner (or other owner(s)) support your proposals for the site? <i>✍</i> (State whether there is complete support for development on the site or if not please explain...)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>	
	How long has the site been available for development? <i>✍</i> (Time period)	<i>✍</i>			
	Is/Has the site been advertised for development? <i>✍</i> (Time period, what type of advertising, market feedback etc...)	<i>✍</i>			

G	<p>Why do you feel it has not been developed to date?</p> <p><i>☞ (What do you feel is holding the site back from development? Constraints, economy etc...)</i></p>						
G	<p>Is the availability of this site dependent upon, or influenced by the coordination of land assembly?</p> <p><i>☞ (E.g. is the site land locked or requires the use of a ransom strip)</i></p>						
G	<p>↳ If yes, when could you expect for these issues to be resolved?</p> <p><i>☞ (Likely timescale that these issues could be overcome, if at all)</i></p>						
C	<p>Legal Matters</p> <p><i>☞ (Please select appropriate and provide details stating if restrictive to development)</i></p>	<table border="1"> <tr> <td data-bbox="561 887 912 936">Covenant(s) <input type="checkbox"/></td> <td data-bbox="912 887 1177 936">Wayleave(s) <input type="checkbox"/></td> <td data-bbox="1177 887 1441 936" rowspan="2">Don't Know <input type="checkbox"/></td> </tr> <tr> <td data-bbox="561 936 912 981">Easement(s) <input type="checkbox"/></td> <td data-bbox="912 936 1177 981">None <input type="checkbox"/></td> </tr> </table> 	Covenant(s) <input type="checkbox"/>	Wayleave(s) <input type="checkbox"/>	Don't Know <input type="checkbox"/>	Easement(s) <input type="checkbox"/>	None <input type="checkbox"/>
Covenant(s) <input type="checkbox"/>	Wayleave(s) <input type="checkbox"/>	Don't Know <input type="checkbox"/>					
Easement(s) <input type="checkbox"/>	None <input type="checkbox"/>						

13.B. SUITABILITY







G	<p>Suitability for Development</p> <p><i>☞ (Do you feel the site is suitable for development?, please provide brief reasoning)</i></p>	Severe Constraints <input type="checkbox"/>	Minor Constraints <input type="checkbox"/>	Unconstrained <input type="checkbox"/>
G	<p>Wider Strategic Opportunity(s)</p> <p><i>☞ (Does the site offer an opportunity to provide desirable or necessary benefits to the wider local area? E.g. infrastructure solutions, green corridors etc)</i></p>			

13.C. ACHIEVABILITY


<p>G <i>(Housing only)</i> Using your estimated timescale for development, to what extent do you agree with the neighbouring statement;</p>	<p>‘Housing Development is <i>achievable</i> on site with a <u><i>realistic prospect that housing will be delivered within the stated timescale</i></u>’</p>	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree (Non conditional) <input type="checkbox"/> Agree (Conditional upon the completion of specified tasks or processes – please list and explain associated timescales of these below)			
<p>Is there developer interest in the site?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>		
<p>↳ If yes, at what stage are negotiations?</p>					
<p>G Delivery</p>	One continuous phase <input type="checkbox"/>	Multiple phases <input type="checkbox"/>	Don't Know <input type="checkbox"/>		
<p>G Build Out Rate <i>(Average number of dwellings built each year on the site if known)</i></p>					
<p>G Detailed Predicted Supply (Dwellings per annum) <i>(Based on the 5 year time period of availability you selected please predict a detailed estimated rate of delivery per annum)</i></p>	Year 1	Year 2	Year 3	Year 4	Year 5

13.D. ECONOMIC VIABILITY

<p>G Economic viability for development <i>(Has any up-to-date development viability work been undertaken? What was the conclusion? If Viable (Conditional) then please explain, if Unviable then state the reason(s) for this)</i></p>	Viable <input type="checkbox"/>	Viable (Conditional) <input type="checkbox"/>	Unviable <input type="checkbox"/>	Don't Know <input type="checkbox"/>

<p>G Is/Are the proposed use(s) more or less viable than the existing use(s)?</p>									
<p>Strength of local housing/employment land market</p>									
<p>What effect will neighbouring uses have on the marketability of the site? <i>✍️ (I.e. negative effect on values)</i></p>									
<p>Abnormal costs affecting viability <i>✍️ (If 'Other' please list)</i></p>	<table border="1"> <tr> <td data-bbox="561 913 715 969">None <input type="checkbox"/></td> <td data-bbox="715 913 1027 969">Flood Mitigation <input type="checkbox"/></td> <td data-bbox="1027 913 1294 969">Infrastructure <input type="checkbox"/></td> <td data-bbox="1294 913 1441 969">Other <input type="checkbox"/></td> </tr> <tr> <td data-bbox="561 969 794 1025">Demolition <input type="checkbox"/></td> <td data-bbox="794 969 1082 1025">Contamination <input type="checkbox"/></td> <td colspan="2" data-bbox="1082 969 1441 1025">Ground Conditions <input type="checkbox"/></td> </tr> </table> 	None <input type="checkbox"/>	Flood Mitigation <input type="checkbox"/>	Infrastructure <input type="checkbox"/>	Other <input type="checkbox"/>	Demolition <input type="checkbox"/>	Contamination <input type="checkbox"/>	Ground Conditions <input type="checkbox"/>	
None <input type="checkbox"/>	Flood Mitigation <input type="checkbox"/>	Infrastructure <input type="checkbox"/>	Other <input type="checkbox"/>						
Demolition <input type="checkbox"/>	Contamination <input type="checkbox"/>	Ground Conditions <input type="checkbox"/>							
<p>G Does the site encompass a community facility that will need to be relocated or replaced? <i>✍️ (This could be a sports pitch or village hall for example)</i></p>									
<p>G Would the development of the site create an additional need for a community facility to be provided for on site? <i>✍️ (This could be a sports pitch or village hall for example)</i></p>									

14. Any Further Comments



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15. OS Map with Site Boundary

G An Ordnance Survey map with the site boundary outlined in red; and if desired any other land you own in blue, must be submitted with the form. The map should preferably be on a scale of 1:1250 or 1:2500 of size A4 or A3. It must be clearly annotated with the name/location of your site and your name and contact details (in case they become detached from the form). An OS base map can be obtained from the Ordnance Survey website at www.ordnancesurvey.co.uk

16. Mandatory [REQUIRED]

Data Protection and Freedom of Information

This information is collected by Richmondshire District Council as data controller in accordance with the with data principles in the Data Protection Act 1998. The purposes for collecting data are:

- To assist in the preparation of a Local Development Framework;
- To contact you regarding your answers given in your form;
- For evaluation by a Site Assessment Team constituted of local government officers, Representatives from utility companies, the construction industry, community organisations; and government departments associated with the environment.

The above purposes may require public disclosure of any data excluding personal contact details received by Richmondshire District Council in the consultation responses in accordance with the Freedom of Information Act 2000. The forms will also be used in discussion with consultees, but the contact information contained within the Site Assessment Form will be detached and kept separate. If there is confidential information you wish to submit but remain out of the public domain please indicate to that effect within the Site Assessment Form.

Disclaimer

It must be noted that for sites included within the SHELAA it is not an indication that planning permission will be granted for housing development. Planning proposals will be judged on their merits against the Local Plan Core Strategy policies unless material considerations indicate otherwise. The SHELAA report may represent a material consideration in the determination of such planning proposals.

I agree to the Data Protection and Freedom of Information Statement	<input type="checkbox"/>
I agree to the RDC Disclaimer statement	<input type="checkbox"/>

G I agree to Unaccompanied / Accompanied Sites visits

Date	
Print Name	

Please return completed form and site map to land@richmondshire.gov.uk

Strategic Housing and Employment Land Availability Assessment (SHELAA)









Call for Sites 2014 Guidance Note

Introduction

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The Site Assessment Form is designed to collect a comprehensive level of detail for a full site assessment and we do not expect you to be able to complete every part. Once submitted the Council will continue to complete the form through desktop and on site surveys. **The deadline to submit a site is 2nd June 2014.**

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- This symbol  indicates useful information.
- A  symbol indicates when guidance is available in the Guidance Note
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- Please use a separate form for each site.
- You can submit your Site Assessment Form and OS map by email to land@richmondshire.gov.uk. Alternatively you can return by post to Richmondshire District Council, Mercury House, Station Road, Richmond, North Yorkshire, DL10 4JX.
- Anonymous proposals cannot be accepted, as we will need to be able to contact you in the future. You may wish to use an agent (e.g. planning consultant, solicitor, estate agent, family member, etc.) to submit proposals on your behalf.

Site Criteria

- The site should be capable of delivering 4 or more dwellings.
- Within Richmondshire District outside of the National Park.

Call for Sites 2014 Webpage

You can visit the dedicated Call for Sites webpage at

<http://www.richmondshire.gov.uk/planning/local-plan/1220-call-for-sites-2014>



1. Land Owner Details [REQUIRED]

Q. Site ownership Statement

G Please describe what, if any, ownership you have of the site.

4. Site Information & Location [REQUIRED]

Q. Has this site been considered by the Council within a previous Call for Sites?

G You, a previous owner or third party may have submitted this site for consideration as part of a previous Call for Sites exercise conducted by the Council. If so, please state as this will enable a more efficient assessment of your site.

Q. Within the settlement boundary or built form?

G Yes if within the boundary defined by the Local Plan 1999-2006. You can access this document at <http://old.richmondshire.gov.uk/planning/localplan/localplan1999-2006.aspx>

Q. Adjacent to the settlement boundary or built form?

G Yes, if the site is very near, next to, or touching the existing settlement boundary defined by the Local Plan 1999-2006. You can access this document at <http://old.richmondshire.gov.uk/planning/localplan/localplan1999-2006.aspx>

Q. Open countryside?

G Yes, if neither of the above.

5. Site Area & Housing Potential (where relevant)

Q. Total Estimated Area (Hectares)

G Please provide an estimated area in hectares.

Q. Appropriate Density of Housing (if known)

G Please provide an indication of the housing density per hectare in the sites locality. Approximate densities range from: 25 dwellings per hectare (most rural areas) to 40 dwellings per hectare (Catterick Garrison)

Q. Estimated Housing Capacity

G Please estimate the potential housing capacity of the site. You can estimate this figure by following the steps below.

1. Estimated Site Area e.g. 0.2 hectares
2. Establish the appropriate density of housing in the sites locality e.g. 30 d.p.h
3. Multiply the Estimated Site Area by Density e.g. 0.2 x 30 = 6 dwellings

6. Land Use & Planning

Q. Existing Use(s), Previous Use & Adjacent/Surrounding Use

G Please refer to Use Classes Order downloadable from the Council at http://www.richmondshire.gov.uk/images/files/Use_Classes_Order.pdf

Q. Land Type

G Please select the appropriate land type and its area as a percentage of the site.

Brownfield Land Definition: 'Previously-developed land is that which is or was occupied by a permanent structure, including the curtilage of the developed land and any associated fixed surface infrastructure.'

Greenfield Land Definition: 'Land that has not been developed before'

Q. Planning History (If Known)

G Please provide any information relating to current or previous planning status, applications, permissions or refusals. Planning reference numbers will be particularly useful. There may also be some site specific information relating to the history of the site that may only be known to the landowner or close neighbours. This information may be useful in gaining an understanding of the evolution of the site.

Q. Pre-Application Advice

G If you have received some pre-application advice in relation to the potential development of the site please provide some brief detail.

7. Site & Surrounding Features**Q. Topography**

G **Topography Definition:** 'the physical appearance of the natural features of an area of land, especially the shape of its surface'

8. Infrastructure**Q. Existing Services**

G Please simply state if there are the listed services currently available on site, this is most likely to be the case where buildings are present and active. Where the site is greenfield it is unlikely to be serviced other than a potential water supply for livestock. If the site is close to a main road or built up area it is likely that services may run near by or up to the site boundary. If you are unsure and your answer is just a guess that is fine but please provide reasoning and state it is an assumption. If you aware that local services are able to offer capacity for the site or not as the case may be please describe.

Q. Potential for a decentralised energy generation scheme?

G You may feel your site would be suitable for a small scale district heating system that may serve potential development on the site. This is likely to depend on the size of the site, number of potential dwellings/units or viability of the scheme. An example could be having an on site bio fuel heating system.

Q. Infrastructure Constraints

G Please mention any other infrastructure factor that may represent a constraint to development. This does not suggest it cannot be overcome but could present an additional cost to development. For example, overhead power lines/underground pipelines that may need diverting; or a particular service running at full capacity requiring an upgrade in order to take on additional houses e.g. sewerage.

9. Access & Accessibility

Q. Access to adopted Highway

G State whether the site has direct access to an adopted highway.

Ransom Strip Definition: ransom strips are parcels of land, which hold the key to unlocking the development potential of adjoining land.

Q. Nature of adopted Highway

G Please state the speed limit and classification of the adopted highway of which access from the site will adjoin.

Q. Visibility onto adopted Highway

G With the most appropriate site entrance point in mind; please describe the visibility of the adopted highway. If visibility joining the highway is poor then please state what could be done to improve it.

Q. Public Rights of Way

G. Public Right of Way Definition: A public privilege to pass and repass over the land of another; in the form of a Footpath, Bridle Way, or Byway open to all traffic.

Permissive Right Definition: Where a landowner allows access across a piece of land without dedicating it a right of way.

10. Flood Risk

Q. Flood Risk

G In order to determine the flood risk zones of a site please visit the Environment Agency's website at <http://watermaps.environment-agency.gov.uk/wiyby/wiyby.aspx?topic=floodmap#x=357683&y=355134&scale=2> .

Zone 1= Low Probability of Flooding, **Zone 2**= Medium Possibility, **Zone 3a**= High Probability & **Zone 3b** = Functional Flood Plain.

11. Heritage

You can use the Local Plan 1999-2006 Maps to determine the answers to the sections below at <http://old.richmondshire.gov.uk/planning/localplan/localplan1999-2006.aspx> . The web page contains individual settlement maps and a 'Local Plan Key & Notations Map' which will illustrate which allocations or policies affect the site.

Q. Listed Buildings/Structures

G In order to determine whether you may have a listed building or structure on the site you can visit the English Heritage website at <http://list.english-heritage.org.uk/mapsearch.aspx> .

Q. Scheduled Ancient Monument

G In order to determine whether you may have a Scheduled Ancient Monument on the site you can visit the English Heritage website at <http://list.english-heritage.org.uk/mapsearch.aspx> .

Q. Non-Designated Heritage Assets

G Heritage Assets within the Richmondshire Local Plan area which are not formally designated, but which are also of importance consist of: undesignated archaeological remains; archaeologically sensitive areas; unlisted historic buildings, structures or features – often identified within Conservation Area Appraisals.

Q. Archaeological Features

G You can refer to the Local Plan 1999-2006 at <http://old.richmondshire.gov.uk/planning/localplan/localplan1999-2006.aspx>

Q. Conservation Area(s)

G You can refer to the Local Plan 1999-2006 at by <http://old.richmondshire.gov.uk/planning/localplan/localplan1999-2006.aspx>

Q. Tree Preservation Order

G You may already be aware of Tree Preservation Orders on the site from previous planning history, if not this section will be completed by the Council.

12. Ecology & Biodiversity**Q. Vegetation**

G Briefly list/describe the types of vegetation, cover and age where relevant.

Q. Protected Species

G Please state if a protected species is present, possible, or not present. Please list the species concerned e.g. Great Crested Newts, Dormice, Otters, Smooth Snakes, Bats etc For more information please visit

<http://www.naturalengland.org.uk/ourwork/regulation/wildlife/species/europeanprotectedspecies.aspx> .

Q. Designation(s)

G In order to determine whether your site is covered by a designation please visit the DEFRA website at <http://magic.defra.gov.uk/> . The interactive map offers information based on a location search. You can also refer to the Local Plan 1999-2006 maps at <http://old.richmondshire.gov.uk/planning/localplan/localplan1999-2006.aspx>

13. Site Appraisal

Where known, please provide reasoning where possible to support your answers within this table.

We appreciate that the following elements may be difficult to answer under normal circumstances without external professional advice and so do not expect all questions to be completed.

13.A. AVAILABILITY**Q. Availability for Development**

G Please state a time frame in which you would expect development to occur. For example, If you choose 0-5 years you would be suggesting that some development would occur within that time period. If you have stated that your site is not immediately available for development please briefly describe what is holding the site back from being developed now.

Q. Tenancies

G Tenancies Definition: Possession or occupancy of lands, buildings, or other property by title, under a lease, or on payment of rent by a third party (a tenant).

Vacant Possession Definition: refers to a property or parcel of land that is clear of occupants and of objects which are not included in the sale.

Q↳ If Tenancies present on site please select the most relevant

G (Constraint or Not a Constraint or Unknown)

This is asking you to indicate whether current tenancies on the site may present a potential for holding up re-development if, for instance, they refuse to relocate.

If however the tenant(s) are willing to cooperate or will be leaving the site in order to allow re-development to occur then they do not present a constraint.

If you do not know how your tenants will affect the potential for re-development then this should be investigated as part of a full site assessment.

Q. Does the owner (or other owner(s)) support your proposals for the site?

G *This question simply wishes to determine whether there is full support for development by the entirety of those who own and/or control the site. If there is a controller/owner who does not wish for development to occur we cannot consider this site available for development.*

Q. Why do you feel it has not been developed to date?

G *This question gives you the opportunity to express your reasoning as to why this site has not yet come forward for development. Your answer will help us identify what can be done to overcome this barrier to development.*

Q. Is the availability of this site dependent upon, or influenced by the coordination of land assembly?

G *This question is trying to determine whether the site has to be brought to market in conjunction with another piece of land for development to be enabled OR requiring a necessary and adequate legal agreement to be sought. For example, a site may be landlocked with limited access over a ransom strip and so will need to be coordinated with a neighbouring piece of land to gain the necessary access for development to occur. In this case the ransom strip freehold may be purchased or a legal covenant expressing rights of way agreed.*

Q.↳ If yes, when could you expect for these issues to be resolved?

G *If you have a timescale within which a land assembly constraint may be overcome please state with brief reasoning. If it is not known if, or when the constraint may be overcome within an achievable timescale we can not consider this site available for development.*

Q. Legal Matters

G *Legal matters may include boundary disputes, squatters, compulsory purchase, access, and services etc. If it is not known whether there are legal matters affecting the site that could restrict development then this should be investigated as part of a full site assessment. If a legal matter is known, then please provide brief details explaining its implication on development. If you don't know the legal term you can simply describe the situation.*

13.B. SUITABILITY

Q. Suitability for Development

G This question gives you the opportunity to express why you believe the site to be Suitable Location for Development. You can briefly summaries your reasons in bullet points.

Q. Wider Strategic Opportunity(s)

G This question is asking whether the potential development of your site could be designed in a way to provide wider strategic benefits to the local community or further a field. This could be in the form of providing solutions to road infrastructure issues off the site by including a roundabout for example. Another example could be providing land for a decentralised district heating system to supply dwellings off site as well as on site.

13.C. ACHIEVABILITY

Q. (Housing only) Using your estimated timescale for development; to what extent do you agree with the neighbouring statement; ‘Housing Development is achievable on site with a realistic prospect that housing will be delivered within the stated timescale’

G The NPPF states an assessment of achievability be undertaken when assessing a site for development. ‘The stated timescale’ refers to your selected time period in which the site will be available for development in Question 14.A. e.g. 0-5 years, 6-10 years 11-15 years or 16-20 years. You may strongly agree that development will occur during the time you stated, but you may be aware there are some unknown factors involved with the potential to affect delivery. In which case you may select Agree (Conditional).

Q. Delivery

G This may not be known unless detailed work on potential development has been carried out. Sites usually build out in one continuous phase to benefit from economies of scale. However a slow market, restricted funding or large scale site would likely warrant a phased approach to development.

Q. Build Out Rate

G The Council normally assumes a build rate per site of 30 units per annum. However, this is just a benchmark figure, so if you believe your site will yield an alternative build out rate per annum then please state this figure as part of your answer.

Q. Detailed Predicted Supply

G This question is asking you to give some indication of the likely number of dwellings to be built within each year, of the time period you selected the site would be available for development, e.g. 6-10 years.

Year 1	Year 2	Year 3	Year 4	Year 5
✍ 0	✍ 0	✍ 5	✍ 10	✍ 10

13.D. ECONOMIC VIABILITY

Q. Economically viability for development

G You may have commissioned a viability assessment by a Land Agent or Chartered Surveyor to determine the profitability of likely development on the site. If so please briefly describe the findings. If the scheme has appeared to be unviable then please give an indication as to why this is the case.

Q. Is/Are the proposed use(s) more or less viable than the existing use(s)?

G Please indicate whether proposed development will be more, equally as or less viable than the existing use(s). If this is not known you can write 'Don't Know'.

Q. Does the site encompass a community facility that will need to be relocated or replaced?

G The site may currently offer a form of community facility that may have to be relocated at the developer's expense as a condition of planning permission through a Section 106 agreement. This may be a community hall, play field or sports pitch for example.

Q. Would the development of the site for housing create an additional need for a community facility to be provided on site?

G This question asks you to consider whether the likely level of housing development on the site would create the need for additional community facilities. This is likely to be related to the scale of development and the extent of existing facilities. If an on site facility is likely to be a condition of planning permission then this is likely to have an effect on the schemes profitability. For example play park, open space etc.

14. Any Further Comments

Where information is not currently available to submit in any area of the form please simply mention in the 'Any Further Comments' box at the end of the Submission Form.

15. OS Map with Site Boundary

An Ordnance Survey map with the site boundary outlined in red; and if desired any other land you own in blue, must be submitted with the form. The map should preferably be on a scale of 1:1250 or 1:2500 of size A4 or A3. It must be clearly annotated with the name/location of your site and your name and contact details (in case they become detached from the form). An OS base map can be obtained from the Ordnance Survey website at www.ordnancesurvey.co.uk

16. Mandatory [REQUIRED]

Q. I agree to Unaccompanied / Accompanied sites visits

G Site surveys will be carried out by the Council or their Site Representatives. It is important where possible to allow unaccompanied site visits. If the site has secured accessibility and accompanied visits are imperative then please be willing to make arrangements for a site visit.

Use Classes Order (*Town & Country Planning Act 1987*)

A1 Shops	Retail sale of goods to the public - Shops, post offices, travel agencies and ticket agencies, hairdressers, funeral directors and undertakers, domestic hire shops, dry cleaners, sandwich bars (sandwiches or other cold food purchased and consumed off the premises), internet cafés.
A2 Financial & Professional Services	<i>Financial services</i> - Banks, building societies and bureaux de change. <i>Professional services (other than health or medical services)</i> - Estate agents and employment agencies. <i>Other services</i> - Betting shops (principally where services are provided to visiting members of the public)
A3 Restaurants and Cafés	Use for the sale of food for consumption on the premises. Excludes internet cafés.
A4 Drinking Establishments	Use as a public house, wine bar or other drinking establishment.
A5 Hot Food Takeaway	Use for the sale of hot food for consumption off the premises.
B1 Business	(a) Offices other than in a use within Class A2. (b) Research and Development - laboratories, studios. (c) Light industry.
B2 General Industrial	General Industry (other than classified within Class B1).
B8 Storage or Distribution	Wholesale warehouses, distribution centres and repositories
C1 Hotel	Hotels, boarding houses and guest houses
C2 Residential Institutions	Hospitals, nursing homes, residential education and training centres. Use for the provision of residential accommodation and care to people in need of care.
C3 Dwelling houses	(a) Covers use by a single person or a family (a couple whether married or not, a person related to one another with members of the family of one of the couple to be treated as members of the family of the other), an employer and certain domestic employees (such as an au pair, nanny, nurse, governess, servant, chauffeur, gardener, secretary and personal assistant), a carer and the person receiving the care and a foster parent and foster child. (b) Up to six people living together as a single household and receiving care e.g. supported housing schemes such as those for people with learning disabilities or mental health problems. (c) Allows for groups of people (up to six) living together as a single household. This allows for those groupings that do not fall within the C4 HMO definition, but which fell within the previous C3 use class, to be provided for i.e. a small religious community may fall into this section as could a homeowner who is living with a lodger.
C4 Houses in multiple occupation	Small shared dwelling houses occupied by between three and six unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom.
D1 Non-Residential Institutions	Clinics and health centres, crèches, day nurseries, day centres and consulting rooms (not attached to the consultant's or doctor's house), museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls.
D2 Assembly And Leisure	Cinemas, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls, other indoor and outdoor sports and leisure uses (not involving motorised vehicles or firearms)
Sui generis *	Retail warehouse clubs, amusement arcades, launderettes, petrol filling stations, taxi businesses, car/vehicle hire businesses and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builders yards, garden centres, Casinos.