

Strategic Housing and Employment Land Availability Assessment (SHELAA)








Call for Sites

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.

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.

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 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: 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?
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Please indicate which use(s) you would like us to consider for the site	<input type="checkbox"/> Housing <input type="checkbox"/> Employment
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5. Site Area & Housing Potential (where relevant)

G	Total Estimated Area (Hectares)	
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G	Appropriate Density of Housing (dwellings per hectare) (if known)	
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G	Estimated Housing Capacity (Calculation: Site Area (Hectares) x Density per Hectare = Housing Potential)	
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6. Land Use & Planning

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

12. Ecology & Biodiversity





G	Vegetation  (Please describe e.g. Wood, meadow etc...)	Wood <input type="checkbox"/>	Trees <input type="checkbox"/>	Hedges <input type="checkbox"/>	Overgrown <input type="checkbox"/>	None <input type="checkbox"/>
						
G	Protected Species  (If present or possible please list e.g. bats, newts, badgers, orchids, plants etc...)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Possible <input type="checkbox"/>	Don't Know <input type="checkbox"/>	
						
G	Designation(s)  (Is/Are there any Designations that may affect the site?)	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="561 893 912 936">Covenant(s) <input type="checkbox"/></td> <td data-bbox="912 893 1177 936">Wayleave(s) <input type="checkbox"/></td> <td data-bbox="1177 893 1441 981" 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 1436 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 1436 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>									

<p>14. Any Further Comments</p>


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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