

## Site Allocations Development Plan Document

# **GUIDANCE NOTES**

## **Site Submission Form – potential development land in the Babergh District (Call for sites 2010)**

### **What will follow after your site submission/ What to expect next?**

- We will send you a letter or an email acknowledging receipt of your site submission form within a month of the closing date for the site submissions.
- A list of all sites and maps received following this call for sites will be published on our website by the end of 2010.
- The information received for each site will be carefully assessed along with other sources of site information. These assessments will include a series of tests, including tests for sustainability, viability, deliverability, flood risk, etc. This process will result in a list of sites for consideration in the options development and testing stages of the Site Specific Allocations document.
- The Site Specific Allocations (Development Plan) Document will then be published for public consultation including the 'Issues and Options' and 'Preferred Options/ Submission' stages. A final document will be prepared and submitted to the Secretary of State and a public examination will follow. More information about this is included later on in the guidance notes.
- Please don't expect us to contact you about your submission and please don't call/ write to us to discuss your submission. We anticipate that we will receive a large number of submissions and we will not be in a position to discuss these with landowners/ agents/ public. We will only contact you if we require more information about your submission. The best way to keep up to date with what is happening in terms of your submission and the Site Specific Allocations (Development Plan) Document is either by registering your contact details on our Babergh Development Framework (BDF) database (please tick the box on the site submission form if you want to register) and you will then receive notification about any BDF consultations; or visit our website regularly and check for any BDF and in particular site specific updates. More information about what BDF and Site Specifics mean are included later on in the guidance notes.

### **Before submitting details of a site, you should be aware that:**

- It is important to be aware that there is absolutely no guarantee at all, that any of the sites submitted will be selected or approved for development in the finalised Babergh Development Framework (BDF). We normally receive a large number of submissions and only a few sites are eventually selected and approved for development. At the same time, submitting a site does not enter you into any kind of formal commitment.
- Any sites proposed by the Council for future development may be subject to public consultation in future (when the sites based plan document is under active preparation) to ensure that the site selection process meets the statutory requirements of the plan making process.
- Confidential or anonymous proposals cannot be accepted, and we may need to contact you in the future. You may wish to use an agent (e.g. consultant, solicitor, estate agent, family member, etc.) to submit proposals on your behalf, whose details can be given for contact purposes.
- Sites put forward may also be subject to assessment as part of the Strategic Housing Land Availability Assessment (SHLAA – background research work to support the overall Babergh Plan).
- This call for sites exercise is part of the “up-front” and evidential approach required under the new planning system. If you submit details of sites after the stated date and you wish to have the sites considered at the examination in public of the Site Specific (Development Plan) Document, you may have to make your own arrangements regarding public consultation, etc to satisfy regulations.
- Please also be aware that if you do not submit any proposals for your land (or that in which you have an interest), it is unlikely that the Council will be aware of its potential availability for future development.

### **Which sites to submit?**

- For residential site submissions only submit sites that:
  - are 0.2 hectares or more in site size and that would be capable of accommodating 5 dwellings or more
  - relate well to existing villages or towns
  - are not in the open countryside
- Please do not submit sites with planning permission or that you have submitted previously for consideration in the 2008/2009 SHLAA unless you are proposing a new and different proposal.
- There should be a reasonable chance that sites will become available for development or redevelopment in the next 15+ years.

- Sites must be within the administrative area of Babergh District Council (if sites cross an administrative boundary into another Local Authority we would also like to know the full extent of the site).

### **How to submit site proposals:**

- Sites put forward for consideration should be submitted on the Call for Sites response form. This helps to provide the information needed to consider all the site proposals.
- A separate form should be completed for each site.
- We recognise that it may be more difficult to provide all the more detailed information requested. However, detailed information of this type will help us to assess proposals more easily and speedily (in particular to consider whether there is a reasonable chance that the suggested use can be delivered). For this reason we request that you provide us with as much information as possible, as this will also serve your own interests.
- Each request should be supported by an accurate map (see below).
- If you feel that you need to provide supporting information at this stage, please summarise it on an A4 sized paper. If we require more information we will contact you again promptly.

### **Maps:**

- An appropriate map must be submitted with the site submission form. If not, the submission will not be accepted.
- The boundary of the site must be clearly marked (in red) on an OS map base, supplied at A4 or A3 size. The scale must be sufficient to enable the boundary of the site to be clearly identified. Maps on which property boundaries cannot be accurately identified (for example those derived from Street Maps such as A-Z) will not be accepted.
- It is advisable that the map show at least two named roads, to ensure that the site can be correctly identified. A postcode would also help to locate the site (even if this is for adjacent land or buildings), and grid references should be supplied if available.
- The land in question must be edged in red (if you also own adjacent land please also edge this in blue).
- Potential access points (if identifiable) should be shown on the map (vehicular and non-vehicular).
- Maps should be clearly annotated with the name/location of your site and your name and contact details (in case they become detached from the form).

- The following organisations can supply appropriately scaled Ordnance Survey Maps (upon payment of a fee). Please be aware of and respect map copyright restrictions, as you will have responsibility for these matters.
  - Ordnance Survey agency: [www.ordnancesurvey.co.uk](http://www.ordnancesurvey.co.uk) contact number: 0845 456 456
  - The national map centre: [www.planningmaps.co.uk](http://www.planningmaps.co.uk) contact number: 020 7222 2466
  
- Further site submission forms can be downloaded from the Babergh District Council website ([www.babergh.gov.uk/babergh/ldf](http://www.babergh.gov.uk/babergh/ldf)) or paper copies requested. Completed forms should be submitted to the following address by **4.30pm on the 16<sup>th</sup> July 2010**:
  - By e-mail: [ldf@babergh.gov.uk](mailto:ldf@babergh.gov.uk)
  - By post: Planning Policy,  
Babergh District Council  
Corks Lane  
Hadleigh  
IPSWICH  
IP7 6SJ

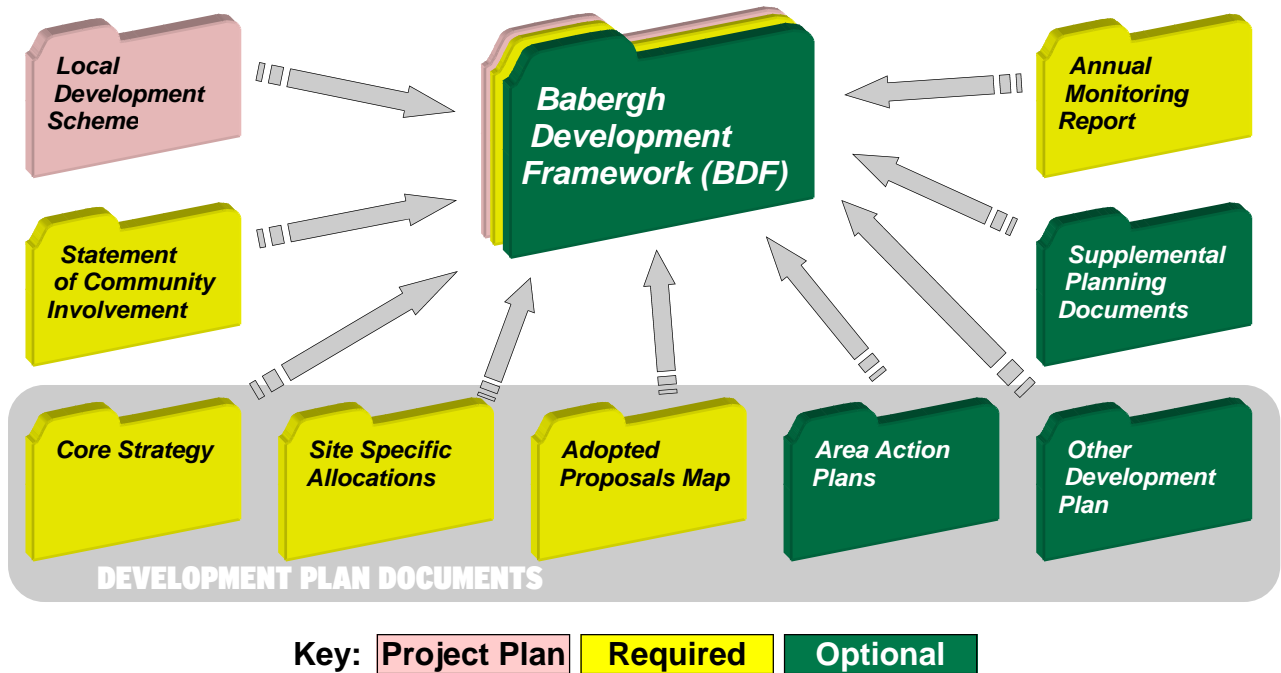
#### **How will the information I provide be used?**

- Information provided will be used to inform the Site Specific Allocations document and other documents which form part of the Council's suite of planning policy documents known as the Babergh Development Framework (BDF). All submitted sites will be reviewed and assessed for potential inclusion in the Site Specific Allocations and other documents.
  
- Sites put forward may also be subject to assessment as part of the Strategic Housing Land Availability Assessment (SHLAA – a research paper). Please note that the SHLAA is purely a technical study and the outcomes of the study do not give any form of presumption towards development. These decisions can only be made in the actual planning documents and any development site would need to be assessed fully through the statutory planning process. Sites currently considered in the SHLAA will not be automatically included for consideration in the Site Specific Allocations document. For more information about this please refer to our website. It is anticipated that the 2010 SHLAA (update) will be published in late 2010/ early 2011 on the Babergh website.

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**What is the Babergh Development Framework (BDF) and the Core Strategy?**

- The Babergh Development Framework (BDF) will replace the Babergh Local Plan and it is different in some important ways. One main difference is that the BDF is broken down into different parts, each of which performs its own distinct function as shown in the diagram below.



- An important element of the BDF is called the Core Strategy and this will set out the overall, high-level planning aims and objectives for the district, for the period through to 2031, as well as the overall strategy for delivering these. It will also include high-level policies dealing with the major housing or economic development issues, and a small number of issues of district-wide importance, such as the future of Babergh’s town centres; key transport or other infrastructure strategy issues; the environment and community / social issues and how the new Plan will be implemented and monitored.

**What is the Site Specific Allocations (Development Plan) Document and how will it be prepared?**

- The Site Specific Allocations DPD is part of the Babergh Development Framework (BDF). It will set out the site specific policies; these will require identifying selected sites for development, indicating preferred uses for these sites and giving guidance on how the development of sites should contribute to the delivery of the vision for the District, as defined in the Core Strategy Plan document.
- The information received for each site will be carefully assessed along with other sources of site information. These assessments will include a

series of tests, including tests for sustainability, viability, deliverability, flood risk, does it accord with the Core Strategy, etc. This process will result in a list of sites for consideration in the options development and testing stages of the Site Specific Allocations document.

- We will then publish an 'Issues and Options' initial document (options development and testing stages) for the Site Specific Allocations DPD for public consultation and a 'Preferred Options/ Submission' document (more final version) will thereafter be published for consultation. After the 'Preferred Options/ Submission' consultation the document will be finalised and submitted to the Secretary of State and a public examination will follow.
- At the public examination the independent Inspector will consider whether the Site Specific Allocations DPD is supported by good evidence, if it includes appropriate allocations, if it is consistent with national and other policies and if it is deliverable. The Inspector will provide the Council with a binding report about the Site Specific Allocations DPD and the document will then be adopted by Council.

#### **How does the Site Specific Allocations (Development Plan) Document link up with the Core Strategy?**

- The Core Strategy sets out the overall 15-20 year spatial strategy for the District. The Site Specific Allocations document helps to deliver this spatial strategy by relating the overall shared vision to each of the development sites in the district. Proposals included in the Site Specific Allocations DPD have to be in accordance with the Core Strategy.

#### **What is the timetable for preparing the Site Specific Allocations DPD?**

- At present we are focussing on the preparation of the Babergh Core Strategy. After we have completed this exercise we will start with the preparation of the Site Specific Allocations (Development Plan) Document. Once more definite dates are available regarding the programme for the preparation of the Site Specific Allocations DPD we will publish these details on our website.

For enquiries or assistance please refer to Babergh's website information ([www.babergh.gov.uk/babergh/ldf](http://www.babergh.gov.uk/babergh/ldf)) or contact the Planning Policy Team on 01473 826678.