

Site Submission Form Guidance Notes

Potential development land in the Babergh District and Mid Suffolk District



These guidance notes provide information on how to complete the Site Submission Form, the process to follow and what to expect next.

Key points

Site proposals can be submitted for residential (open market or self build), employment, retail, open space, leisure, gypsy and traveller site or any other uses.

For 'open market' residential site submissions please only submit sites that are **at least 0.25 hectares** or above in size, or are **capable of delivering 5 or more dwellings** and that relate well to existing towns or villages. However, Landowners are urged to note that for self build sites there is no minimum size threshold on submitting a piece of land, so small individual plots can be identified.

If you have previously submitted a site to us in 2014 or in 2016, please only resubmit your site if there is new or additional information or a change in circumstances.

Please do not submit sites with planning permission.

There should be a reasonable prospect that sites will become available for development or redevelopment and fully completed by 2036. Sites should be within the administrative boundary of Babergh District and Mid Suffolk District.

An appropriate OS map must be submitted with the site submission form.

A copy of the Land Registry title deeds or basic details of alternative land agreements (e.g. land options) showing all the owners of the site needs to be attached.

Babergh and Mid Suffolk Joint Local Plan

Babergh and Mid Suffolk District Councils are producing a new Joint Local Plan which will replace the existing adopted plans of both Councils. The new Joint Local Plan will cover the period to 2036 and will include the allocation of sites for residential, employment and other uses.

A call for sites exercise was undertaken in Autumn 2014, and again in Summer 2016. Following these call for sites, the Council has produced a Strategic Housing and Employment Land Availability Assessment (SHELAA) which incorporates the residential sites previously identified in the draft SHLAA and expands on this to also include employment and retail land uses. You can find the draft SHELAA using this web link: <http://www.midsuffolk.gov.uk/planning/planning-policy/evidence-base/current-evidence/>

During the formal consultation stages of the Joint Local Plan, or during formal 'call for sites' periods, it is possible for new sites to be submitted. To do so, please read the guidance below and complete the Site Submission Form. **Please note sites cannot be accepted outside of these formal stages and will not be considered unless registered during these times.**

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

- It is important to be aware that there is absolutely no guarantee, that any of the sites submitted will be selected or approved for development in the finalised Babergh and Mid Suffolk Local Plan. At the same time, submitting a site does not enter you into any kind of formal commitment.
- Any sites proposed by the Councils for allocation will be subject to public consultation in future (as part of the Joint Local Plan production process) 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. If you wish to submit information which you believe is commercially sensitive or confidential, please contact the Council in advance to determine whether and how such information could be kept confidential, and if agreed, please clearly mark this on the site submission form.
- The call for sites carried out by the District Councils are part of the "up-front" and evidential approach required under the new planning system. Please note, sites cannot be submitted to the Council outside of the Joint Local Plan consultation stages or any formally advertised 'call for sites' stages.

- 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?

- Site proposals can be submitted for any use, including residential (open market and self build), employment, retail, open space and gypsy and traveller site uses.
- For 'open market' residential site submissions please only submit sites that are at least 0.25 **hectares** or above in size, or are capable of delivering 5 or more dwellings and that relate well to existing towns or villages. However, Landowners are urged to note that for self build sites there is no minimum size threshold on submitting a piece of land, so small individual plots can be identified. In addition, should you wish to submit a site for gypsy and traveller accommodation, these could be considered if they are below site size threshold above.
- Please **do not** submit sites with planning permission.
- Sites submitted in the previous 'call for sites' (2014 and 2016) will continue to be considered. However, if any information relating to a site has changed a new form should be submitted. 'Land bid' sites put forward prior to 2014 will not be carried forward automatically.
- There should be a reasonable chance that sites will become available for development or redevelopment in the next 15 (to 20) years. You may be required to provide convincing evidence for this by way of land ownership and viability assessments in order for the site to be considered in the Joint Local Plan. Please also indicate if there has been any historical reason for the site not being available previously, eg. changing land ownerships/expectations or previous existing use such as an active business tenant.
- Sites must be within the administrative area of Babergh District Council or Mid Suffolk District Council (if sites cross an administrative boundary into another Local Authority we would also like to know the full extent of the site).
- In relation to broad locations as much information as possible should be provided in accordance with this guidance note. In particular, the Councils will need to be satisfied that the broad location is 'developable' i.e. there should be a reasonable prospect that the site is available and could be viably developed at the point envisaged.

How to submit site proposals:

- Sites put forward for consideration must be submitted on a fully completed Site Submission Form. Any submissions not on the form will not be accepted.
- 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. If sites are to progress into the Joint Local Plan considerations, it is essential that as much information as possible relating to availability and viability is provided.
- Links to information relating to a number of the constraints listed on the form are contained at the end of this note.
- Each proposed site should be supported by an accurate OS map (see below).
- A copy of the Land Registry title deeds or basic details of alternative land agreements (e.g. land options) showing all the owners of the site needs to be attached.
- Site submission forms can be downloaded from the Babergh District Council website and the Mid Suffolk District Council website using the following links:

<http://www.babergh.gov.uk/jointlocalplan>

<http://www.midsuffolk.gov.uk/jointlocalplan>

Alternatively paper copies can be requested using the contact details below. Forms can also be provided in larger print or braille upon request. Completed forms should be submitted by email or post to the following address:

localplan@baberghmidsuffolk.gov.uk

or by post to:

Planning Policy Team
Babergh and Mid Suffolk District Councils
Corks Lane
Hadleigh
Ipswich
IP7 6SJ

If you have any queries regarding the site submission form please contact the Strategic Planning team on 01473 825881

Maps:

- An appropriate OS 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 (if you also own adjacent land please also edge this in blue), 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. For broad locations, the boundary of the area being identified must be shown.
- It is advisable that the map shows 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.
- 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

The national map centre: www.planningmaps.co.uk

What to expect after your site submission

- We will send you a letter or an email acknowledging receipt of your site submission form within one month of the closing date for the site submissions/consultation stage.
- Please don't expect us to contact you to discuss your submission and please don't call/ write to find out the progress of your submission. We anticipate that we will receive a number of submissions and we will not be in a position to individually 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 Joint Local Plan is by registering your contact details on our Babergh and Mid Suffolk Local Plan database and you will then receive notification of progress with the Joint Local Plan and further consultation. The latest information regarding the status of Joint Local Plan work will be published and kept up to date on the Council's websites:

www.babergh.gov.uk/jointlocalplan (Babergh District Council)

www.midsuffolk.gov.uk/jointlocalplan (Mid Suffolk District Council)

How will the information I provide be used?

- Sites and broad locations put forward will be subject to assessment as part of the Strategic Housing and Employment Land Availability Assessment (SHELAA). Please note that the SHELAA 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 Joint Local Plan and any development site would need to be assessed fully through the statutory planning process. Sites currently considered in the SHELAA will not be automatically included for consideration in the Site Allocations document, or treated differently as planning applications.

Useful Web links

Suffolk Design Guide for Residential Areas:

<http://www.suffolk.gov.uk/environment-and-transport/planning-and-buildings/planning-and-design-advice/suffolk-design-guide-for-residential-areas/>

Suffolk County Council Estate Road Specification:

<http://www.suffolk.gov.uk/environment-and-transport/planning-and-buildings/planning-and-design-advice/suffolk-county-council-estate-road-specification/>

Anglian Water:

<http://www.anglianwater.co.uk/developers/>

EduBase public portal:

<http://www.education.gov.uk/edubase/home.xhtml>

Bus stop information:

<http://www.nextbuses.mobi/WebView/BusStopSearch/Index>

GP Surgery information:

<http://www.nhs.uk/service-search>

Minerals and Waste Safeguarding Areas:

<https://www.suffolk.gov.uk/planning-and-environment/planning-applications/minerals-and-waste-development-planning/minerals-core-strategy/>

<https://www.suffolk.gov.uk/planning-and-environment/planning-applications/minerals-and-waste-development-planning/waste-core-strategy/>

Areas of Outstanding Natural Beauty (AONBs) and Special Landscape Areas (SLAs):

<http://www.babergh.gov.uk/planning-and-building/planning-policy/babergh-local-plan-2006/babergh-local-plan-alteration-no-2/#proposal>

<http://www.midsuffolk.gov.uk/planning-and-building/planning-policy/local-plan-1998/>

Heritage Assets:

These include listed buildings, scheduled monuments and historic parks and gardens.

<https://historicengland.org.uk/listing/the-list/>

Flood Risk:

<http://maps.environment->

[agency.gov.uk/wiyby/wiybyController?x=357683.0&y=355134.0&scale=1&layerGroups=default&ep=map&textonly=off&lang=_e&topic=floodmap](http://maps.environment-agency.gov.uk/wiyby/wiybyController?x=357683.0&y=355134.0&scale=1&layerGroups=default&ep=map&textonly=off&lang=_e&topic=floodmap)

Previously Developed Land (brownfield land):

<http://planningguidance.communities.gov.uk/blog/policy/achieving-sustainable-development/annex-2-glossary/>