Elmbridge Local Plan

Land Availability Assessment Methodology
2016

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Disclaimer

The policy context for the Land Availability Assessment (LAA) is set out in the National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG). In accordance with paragraph 158 of the NPPF Local Planning Authorities (LPAs) should ensure that the Local Plan is based on adequate, up-to-date and relevant evidence about the economic, social and environmental characteristics and prospects of the area. LPAs should ensure that their assessment of and strategies for housing, employment and other uses are integrated, and that they take full account of relevant market and economic signals.

The Government views LAAs as “a key component of the evidence base to support the delivery of sufficient land for housing to meet the community’s need for more homes”. The NPPF, (para.159) requires local authorities to “prepare a Strategic Housing Land Availability Assessment to establish realistic assumptions about the availability, suitability and the likely economic viability of land to meet the identified need for housing over the plan period”.

The LAA does not allocate sites for housing or employment; that is done through more detailed planning assessment and consultation, and is a separate process carried out as part of any forthcoming Local Plan document to determine which sites should be identified for development and according to which timescale.

In relation to the information contained within this report, its appendices and any other report relating to the findings of the LAA, the identification of potential sites, buildings or areas in the LAA does not state or imply that the Council would necessarily grant planning permission for development. All planning applications will continue to be determined against the appropriate development plan and other relevant material considerations.

The conclusions in the LAA are based on information that was available at the time of the study and the Council does not accept liability for any factual inaccuracies or omissions. The information will be a snapshot of the data captured for LAA sites submitted at a point in time. Information will be compiled with all due care and attention, however inevitably discrepancies may occur. The document should therefore be considered as a ‘live’ one that will be updated.

The boundaries to sites, buildings and areas will be based on the information made available at the time by agents and landowners. The LAA does not limit any amendment of these boundaries for the purpose of a planning application.
1. Introduction

1.1 Purpose of this report

1.1.1 The purpose of this document is to set out the Council’s approach to how it will deal with assessing land availability throughout the Local Plan process in the context of the NPPF and Planning Practice Guidance (PPG). This document is a guide to the processes that the Council will undertake and the methodology which will be followed.

1.2 What is a Land Availability Assessment?

1.2.1 Elmbridge Borough Council is preparing a Land Availability Assessment (LAA) for the Borough as part of the review of the Local Plan evidence base. The purpose of the LAA is to:

- Identify sites with the potential for future development;
- Assess their development potential; and
- Assess their suitability for development and the likelihood of development coming forward (their availability and achievability).

1.2.2 The LAA considers the potential future supply of land likely to be available for development over the next plan period up to 2033. Although this assessment makes a judgement about the developability of particular sites for development, it is based on a number of assumptions and does not in any way prejudge any planning applications that may be received on individual sites. The inclusion or otherwise of a site within this assessment does not in itself determine whether a site should be developed.

1.2.3 The main outcomes from the LAA are:

- a list of all sites or broad locations considered, cross-referenced to their locations on maps;
- an assessment of each site or broad location, in terms of its suitability for development, availability and achievability (including whether the site/broad location is viable) to determine whether a site is realistically expected to be developed and when;
- more details for those sites which are considered to be realistic candidates for development, where others have been discounted for clearly evidenced and justified reasons;
- the potential type and quantity of development that could be delivered on each site/broad location, including a reasonable estimate of build out rates, setting out how any barriers to delivery could be overcome and when;
- an indicative trajectory of anticipated development and consideration of associated risks.

1.2.4 The assessment is an important evidence source to inform plan making, but does not in itself determine whether a site should be allocated for development. This is because not all sites considered in the assessment will be suitable for development (e.g. because of policy constraints or if they are unviable). It is the role of the assessment to provide information on the range of sites which are available to meet...
need, but it is for the development plan itself to determine which of those sites are the most suitable to meet those needs.

1.2.6 The assessment will be carried out between January and July 2016 and updates information contained within the previous Elmbridge Land Availability Assessment (2014).

1.3 Engagement

1.3.1 The Council had previously prepared a site assessment methodology as part of its preparation of the Settlement ID Plans. Neighbouring authorities were consulted in May 2014 on the Site Assessment Methodology including SA & SEA. The methodology of the LAA is a hybrid of the previous methodology which has been amended to take into account the most recent changes in national policy and the PPG. The initial methodology had also been considered by the Council’s Development Market Panel. This panel comprises members with local expertise who will provide market input and help to gauge the likely level of developer interest in a site and its attractiveness to the market.

1.3.2 The Development Market Panel will be called upon, as required, to provide comment on the assessment of individual sites particularly in relation to whether the development of a site is viable.

1.3.3 The assessment is to be published as part of the evidence base for the Local Plan and is not subject to statutory consultation. The Council will consider any comments of the report and the methodology used during its on-going reviews of Land Availability Assessment.

1.4 Duty to Cooperate

1.4.1 Section 33A of the Planning and Compulsory Purchase Act 2004, as inserted by section 110 of the Localism Act 2011, introduced a duty to cooperate in relation to the planning of sustainable development. The duty requires the Borough Council to cooperate with other local planning authorities and other public bodies in preparing and developing their Local Plan so far as it relates to a strategic matter.

1.4.2 The duty is an important element in the strategic planning functions and one that builds on the Council’s existing approach of engagement and partnership working. Work undertaken as part of the Council’s duty to co-operate on strategic issues as part of the review of the Local Plan evidence base will be recorded.

1.4.3 All neighbouring authorities have been contacted under the Duty to Cooperate to seek their views on the proposed methodology of the LAA.

Questions

1.4.3 If you have any questions relating to the Land Availability Assessment and how sites will be assessed please contact the Planning Policy Team on:

Email: planningpolicy@elmbridge.gov.uk
Telephone: 01372 474474
Address: Planning Policy Team
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Elmbridge Borough Council
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2. **Policy Context**

2.1 **National Planning Policy Framework**

2.1.1 The NPPF requires LPA to establish realistic assumption about the suitability, availability and likely economic viability of land to meet the identified need for housing over the plan period. It further suggests that this is undertaken in combination with a review of land for economic development. The LAA is therefore a fundamental component of the Local Plan evidence base to support development land delivery within the Borough.

2.1.2 In accordance with paragraph 158 of the NPPF, LPAs should ensure that the Local Plan is based on adequate, up-to-date and relevant evidence about the economic, social and environmental characteristics and prospects of the area. LPAs should ensure that their assessment of and strategies for housing, employment and other uses are integrated, and that they take full account of relevant market and economic signals.

2.1.3 The Government views LAAs as “a key component of the evidence base to support the delivery of sufficient land for housing to meet the community’s need for more homes”. The NPPF (para.159), requires local authorities to “prepare a Strategic Housing Land Availability Assessment to establish realistic assumptions about the availability, suitability and the likely economic viability of land to meet the identified need for housing over the plan period”.

2.1.4 As with previous guidance, the NPPF advocates the efficient and effective use of land, in locations that offer good access to a range of community facilities, key services, employment opportunities and infrastructure. The importance of re-using previously development land is retained. Whilst the government has removed the regional tier of planning guidance and devolved the responsibility for setting housing/employment targets down to local authorities, the NPPF still sets out strong guidance on the considerations for setting housing figures.

2.1.5 LPAs need to ensure that their Local Plans meet the ‘full, objectively assessed needs for market and affordable housing in the housing market area’, identifying and updating annually a supply of deliverable sites sufficient to provide 5 years’ worth of housing with an additional buffer of 5% to ensure choice and competition. Where there is a persistent record of under delivery (which is not defined in more detail) an additional 20% buffer is required. Beyond the first 5 years the NPPF requires local authorities to ‘identify specific, developable sites or broad locations for growth, for 6-10 years and, where possible, for years 11-15’.

2.1.6 As with land for conventional forms of housing, the Housing Act (2004), Equality Act (2010), the NPPF and the Government’s policy on Planning for Traveller Sites (PPTS) 2015 requires councils to:

- Identify and update annually a supply of specific deliverable sites for Gypsy and Traveller and Travelling Showpeople accommodation; and
- Identify a supply of specific, developable sites or broad locations for growth for new pitches/ plots for years 6-10 and, where possible years 11-15.

2.2 **Planning Practice Guidance**
2.2.1 The Government's PPG, launched in March 2014, offers practical guidance to support the NPPF.

2.2.2 The section on Housing and Economic Land Availability Assessments sets out that the purpose of such an assessment is to identify a future supply of land which is suitable, available and achievable for housing and economic development uses over the plan period. The assessment of land availability includes the SHLAA requirement as set out in the NPPF. The PPG states that an assessment should:

- identify sites and broad locations with potential for development;
- assess their development potential; and
- assess their suitability for development and the likelihood of development coming forward (the availability and achievability).

2.2.3 The PPG indicates what inputs and processes should lead to a robust assessment of land availability and that plan makers should have regard to the guidance in preparing their assessments. Where they depart from the guidance, plan makers will have to set out reasons for doing so. The assessment should be thorough but proportionate, building where possible on existing information sources outlined within the guidance.

2.3 Elmbridge Core Strategy 2011

2.3.1 The Core Strategy was adopted in July 2011. Policy CS2 (Housing Provision, Location & Distribution) sets out Elmbridge's housing requirement to be 3,375 net additional homes between 2011 and 2033. The evidence supporting these housing figures is in excess of 6 years old and is based on the housing figures within the partially revoked Regional Spatial Strategy for the South East.

2.3.2 The NPPF sets a clear requirement for LPAs to significantly boost the delivery of housing and to plan to meet the identified need for new homes. This total is known as the objectively assessed need and should be informed by the latest evidence of population and household projections.

2.3.3 In October 2014 the Council made the decision to review its Local Plan evidence base following a series of decisions made by the Courts and Planning Inspectors in relation to local plans in other areas. These decisions indicated that Plans adopted prior to the publication of the NPPF and any evidence base prepared prior to this date, where housing delivery was based on Regional Spatial Strategies could not be considered up to date.

2.4 The Five Year Land Supply

2.4.1 As outlined above, the NPPF requires the LPA to achieve a five year – housing land supply as measured against a local plan that is compliant with the NPPF. Given the concerns relating to conformity with the NPPF the Council has taken steps to understand the Objectively Assessed Housing Need of the Borough and the wider Housing Market Area. This takes the form of the joint Strategic Housing Market Assessment (SHMA).
2.4.2 For clarification, whilst a review of housing need is being undertaken, the Council will continue to prepare its evidence to demonstrate its 5 year land supply based on the ‘tested’ figures of the Core Strategy 2011.

2.4.3 Once the outcomes of SHMA are produced, the Council will review its base figure for 5 years plus 5% to take account of this update (but untested) evidence.

2.5 **Objective Assessment of Development Need**

2.5.1 As part of this review of the Local Plan evidence base, the Council has commissioned a joint Strategic Housing Market Assessment (SHMA) with The Royal Borough of Kingston upon Thames, the Borough of Epsom and Ewell and the District of Mole Valley.

2.5.2 Using house prices and rates of change in house prices; household migration and search patterns as well as contextual data on travel to work area boundaries, the assessment will identify the extent of the Housing Market Areas and its housing need applicable to the commissioning authorities.

2.5.3 The assessment will set out housing need over a 15 year time horizon; which can be used to support planning and housing policy within each commissioning authority. The outcome of the SHMA will be crossed reference with the LAA to determine whether there is sufficient housing land supply within the Borough to the meet the identified need. The outcomes of SHMA are expected in Summer 2016.

2.5.4 Alongside the SHMA the Council are also undertaking an assessment of the likely demand for employment needs in the Borough. This will set out an assessment over a 15 year timescale and will be used to ensure that housing and employment uses are considered side by side in the LAA.

2.6 **Green Belt Boundary Review 2016**

2.6.1 Alongside the SHMA, the Council is currently undertaking a review of its Green Belt. The purpose of the Green Belt Boundary Review (GBBR) is to provide evidence of how different areas perform against the Green Belt purposes as set out within the National Planning Policy Framework.

2.6.2 The outcomes of the assessment will include the identification of the Strategic Areas of the Green Belt within the Borough and smaller Local Areas (referred to as land parcels) based on function and boundary features. The performance of the individual parcels will be assessed against the purposes of the Green Belt relevant to Elmbridge. Should the LAA indicate that objectively assessed needs for development cannot be met within the urban area the Council will need to consider whether there are exceptional circumstances to support any amendments to the Green Belt boundary.

2.6.3 The outcomes the SHMA, GBBR and the LAA combined will ultimately inform the Council view to whether there is a case for exceptional circumstances to consider a revision to the Spatial Strategy and amendments to the Green Belt boundary.
3. Methodology and Reporting

3.1 Introduction

3.1.1 The Land Availability Assessment methodology has been developed using the advice within the National Planning Practice Guidance on Strategic Housing and Economic Land Availability Assessments, the Elmbridge Core Strategy 2011 and Development Management Plan 2015. The flow chart below, taken from the PPG¹, details the inputs and process which should be included to produce a robust assessment.

Figure 1: Flow Chart outlining methodology

¹ Planning Policy Guidance, Paragraph: 006 Housing and economic land availability assessment, Methodology – flow chart
3.1.2 The Council will follow this flow chart building in the previous staged approach put forward in the Site Assessment Methodology including SA & SEA, May 2014. The methodology for the LAA has been developed to provide an accessible, transparent and audited process and ensure it has regard to local circumstances. The assessment process is designed to be iterative and reviewed at various stages alongside the review of the Local Plan evidence base, any forthcoming production of Local Plan documents and as new sites come forward and/or circumstances change.

3.1.3 The methodology has been used to assess sites that have been identified within previous Strategic Housing and Employment Land Availability Assessments, sites put forward by landowners, developers through the Call for Sites process, and any other sites that the Council believes there is merit in considering (see section 3.2.4 onwards).

3.2 Stage 1, Part A- Site/ Broad Location Identification

Determine Assessment Area

3.2.1 The geographical area to be covered by this Land Availability Assessment will be all the land within the Council’s administrative boundary. This area will be subdivided into the Settlement Areas (Figure 2). In future reiterations of the LAA it could be considered appropriate to extend the assessment area to reflect the joint working of the Housing Market Assessment partnering authorities.

Figure 2: Elmbridge Settlement Area
N.B. It should be noted that the boundaries of the Elmbridge Settlement Areas maybe subject to change following the May 2015 Local Elections. The mapping and data collection will be updated accordingly.

**Stakeholder Involvement**

3.2.2 National Planning Guidance advocates a partnership approach to undertaking assessment relating to land availability, involving key partners from the outset. The Council recognises the importance of working in Partnership with other key stakeholders. The Council will be re-establishing its Development Market Panel to oversee the review of the Stage 2 assessment. This group comprises members with expertise in the delivery of development, including housing and the local housing market.

**Site selection threshold**

3.2.3 In selecting candidate sites, consideration has been given to the amount of development that could be accommodated. A large proportion of development in Elmbridge is delivered on very small sites and the Council is seeking to ensure that only those sites that will deliver a higher proportion of development (5 units or more) are considered within the LAA. Sites of 5 units or more from Elmbridge’s core supply and the Council will need to consider them to show overall housing delivery against housing requirements / targets. However, in the future the Council will look to allocate larger more strategic sites in accordance within the NPPF\(^2\) and the small sites identified will help to support the Council’s case for windfalls.

**Figure 3: Site selection thresholds for candidate sites**

<table>
<thead>
<tr>
<th>Employment land – potential for more than 1000m(^2) floorspace / 0.5 ha</th>
</tr>
</thead>
<tbody>
<tr>
<td>The M3 Local Economic Partnership(^3) is undertaking work to identify employment land with potential for development within the area. In identifying sites they have used a threshold of 1000m(^2) floorspace or 0.5ha or more.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Retail – potential for more than 280m(^2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislation that sets trading hours for retailers(^4) currently defines small shops as those measuring up to and including 280m(^2).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Housing – potential to accommodate more than 5 dwellings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only those sites able to support 5 or more net dwellings will be considered as a candidate sites and have their development potential assessed. This approach is in accordance with the National Planning Practice Guidance.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gypsy and Traveller pitches – Potential to accommodate between 3 and 15 pitches</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Gypsy and Traveller pitches, 3 pitches is the minimum number of pitches considered necessary to form a workable site. The average family pitch should be capable of accommodating an amenity building, a large trailer and touring caravan, (or two trailers, drying space for clothes, a lockable shed), parking space for two</td>
</tr>
</tbody>
</table>

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\(^2\) NPPF, Page 12, Paragraph 52  
\(^3\) M3 Local Enterprise Partnership - www.enterprisem3.org.uk  
\(^4\) www.gov.uk/trading-hours-for-retailers-the-law
vehicles and a small garden area. Based on local evidence and wider research an appropriate minimum pitch size locally is considered to be 500m² (0.05 ha).

**Education – potential for 1 form of entry or more**

Only those existing school sites that can accommodate an increase in pupil numbers equivalent to 1 form of entry or more or where the development of the site (or part of the site) for an enabling development could facilitate the provision of a new, larger school elsewhere will be taken forward.

**Public land, mixed use, sport/leisure and community development**

It is considered appropriate to ensure that all these sites are subject to further detailed assessment due to the public interest likely to be generated by such proposals.

### Desktop Review of Existing Information

3.2.4 The Stage 1 desktop review provides a baseline position and the starting point for sites to be considered as part of the LAA. The PPG recommends that the desktop review should be proactive in identifying as wide a range as possible of sites for development.

3.2.5 The LAA will consider all available types of sites and sources of data, these ‘Candidate Sites’ include:

**Reserve housing sites**

3.2.6 To date, two historic reserve housing sites remain undeveloped. These sites (Land at the Former Molesey Sewage Works, Approach Road Molesey and Land at Merrileas, Leatherhead Road, Oxshott) will be included in the list of sites for consideration.

**Land Availability Assessment 2014**

3.2.7 The 2014 Land Availability Assessment brought together the issues of housing land supply, employment land supply and the supply of land for Travellers’ accommodation. Prior to the publication of the 2014 assessment, with the exception of the 2013 Strategic Housing & Employment Land Availability Assessment (SHEELA) the Council considered these issues separately under annual assessments; Strategic Housing Land Availability (SHLAA) and the Employment Land Review (ELR) respectively. In conformity with the requirements of the NPPF, the 2014 LAA was the first time the Council integrated an assessment of land availability for Gypsy and Travellers.

3.2.8 Sites previously identified as part of the housing and employment land supply will be reviewed to ensure the site assessments and assumptions are up to date and accurate.

3.2.9 A draft Employment Land Survey has been completed which has reviewed the existing designated Strategic Employment Land (SEL), as well as other employment
locations across the Borough. The outcomes of the Council’s full Employment Land Review will feed into the LAA.

3.2.10 The Travellers Accommodation Assessment 2013 identified the number of new pitches for Gypsies and Travellers that are required in the Borough.

3.2.11 Based on the 2013 assessment, the five year requirement for 2014-2019 is 26 pitches. For 2012-2017 the requirement is to provide 24 pitches plus 1.2 pitches per annum from the requirement of the 12 pitches across the period 2018-2027.

3.2.12 The 2014 LAA identified four potential sites with the prospective of providing a total of 40 new pitches:

- Land adjacent to The Oaks, Woodstock Lane, Dittons (3 pitches)
- Land at the former Sewage Works, Approach Road, Walton (15 pitches)
- River Mole Business Park, Esher (15 pitches)

3.2.13 These sites will be reviewed to ensure the site assessments are up to date and accurate.

3.2.14 The proposed changes to the national PPTS which published a new definition of a Gypsy, Traveller or Travelling Showperson. The Council is in the process of commissioning an assessment of accommodation. The methodology for the assessment is being jointly prepared with Reigate & Banstead and Tandridge Borough Councils.

**Information from other Council departments**

3.2.15 A number of sites were considered for future allocation for residential development having been identified as a result of on-going joint working with other Council departments and the County Council e.g. the Council’s Assets Management and Property Services Team.

**Sites with planning permission**

3.2.16 Sites with an outstanding unimplemented planning permission will be considered. It is recognised that although planning permission had been granted for an acceptable scheme, the Council needs to consider whether the site is likely to be delivered in accordance with the PPG.

**Sites subject to pre-application enquires**

3.2.17 The Council will look at pre-application enquires for residential development dating back to July 2011\(^5\). Providing that an application has not subsequently been submitted, the development potential of each site will be considered.

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5 The Council has taken the date of July 2011 as its baseline, as it represents the adoption of the Core Strategy and therefore a consistent policy assessment of sites has been applied.
3.2.18 Those sites which have been refused planning permission by the Council or dismissed at appeal since July 2011 will be considered. Again this is provided that a subsequent application for the development of a site has not been submitted and granted planning permission. A key consideration will be whether the reasons for refusal/dismissal could be overcome.

Call for Sites Exercise/ Broad Locations Survey

3.2.19 Between the 8 January and 5 February 2015 the Council ran a specific Call for Sites Exercise. The Council contacted approximately 390 landowners, developers and planning agents known either to be local landowners or to have development interests in the Elmbridge Area. The call for sites has been promoted through the Council's website and letters / email circulation.

3.2.20 Those wishing to submit a site for consideration for potential development were asked to complete a proforma and attach a site plan (see Appendix 1). The proforma requested information regarding the site details, ownership, planning history, future uses of the site, constraints and availability.

3.2.21 Prior to January 2016, the Council had undertaken a continuous ‘Call for Sites’ exercise. Sites previously but forward, where there has been no change in circumstance, will be assessed.

Sites not included on the Candidate Register

3.2.22 Sites not included on the register of candidate sites and not assessed as to their potential for development are those:

- Currently in the ‘planning application process’ – for example, sites awaiting a decision on a planning application by the Council or an independent inspector.

- Sites rejected from inclusion in the LAA/ SHLAA/ SHEELA/ ELR in previous versions where the reasons for rejection have not changed.

- Where development has commenced on a site with planning permission.

3.3 Stage 1, Part B - Site Survey

3.3.1 All sites identified for inclusion in the LAA will be mapped and information about them will be recorded in the site database. In accordance with the PPG, the following information will be recorded at this initial assessment stage:

- Site size, boundaries, and location;
- Current use(s) and character;
- Character of surrounding area and the surrounding land use(s);
- Physical and potential environments constraints e.g. access, steep slopes, natural features of significance and location of pylons; and
- An initial assessment of whether the site is suitable for housing or housing as part of a mixed use development, employment, community uses and Gypsy and Traveller pitches and viability of such use;
- Where relevant, development progress;
3.3.2 National guidance advises that particular types of land or areas may be excluded from the assessment as long as the reasons are justified.

3.3.3 The Council will exclude:

- Sites outside of the identified site thresholds (see figure 2).
- Strategic Employment Land (SEL) and ongoing employment sites that are not recommended for release and proposed for alternative uses than employment.

3.3.4 The Council has previously consulted on what it considered to be the Absolute Constraints to bring forward development. Following on from this work, the Council considers that the following designations, known as Category 1/ Absolute Constraints will deem sites unsuitable for development:

- Green Belt land
- Flood Zone 3b (1 in 20 year flood outline)
- Within a Site of Special Scientific Interest (SSSI)
- Within a Special Protection Area (SPA) or Ramsar Site
- Within a Suitable Accessible Nature Greenspace (SANG)
- Registered Park and Garden
- Ancient Woodlands
- Land designated as Local Green Space
- Registered Commons and Village Greens
- Within 400m of the Thames Basin Heath (TBH)

3.3.5 Sites located in any of these areas will be discounted but recorded for auditing purposes and reconsidered if necessary in the future. This may be the case depending upon the outcomes of the review of the Objectively Assessed Housing Need through the SHMA and the GBBR.

3.3.6 Other policy designations from Elmbridge’s Development Plan and National guidance known as Category 2, such as open space, historical buildings and conservation areas may affect the scale and type of development.

3.3.7 Category 2 designation sites are not automatically discounted by the LAA but rather act as an indicator that the site may well have some constraints which would need to be addressed if the site is to be deemed suitable. This reflects the PPG that indicates the assessment should be as comprehensive as possible and not be narrowed by existing policies designed to constrain development. It is for this process to “test again the appropriateness of other previously defined constraints, rather than simply to accept them”.

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6 Review of Absolute Constraints Methodology & Report, consultation on draft methodology including definition of Absolute Constraints between 16th July and 30th July 2015.
7 Whereby development is judged inappropriate and no material considerations to justify the site’s allocation and development.
8 Excluding Previously Developed Land (PDL)
9 For residential development options
Stage 1: Initial Assessment
Would development be appropriate when considered against Category 1 constraints which cannot be mitigated?

**Yes** – The site is not affected by Category 1 constraint(s) or partially affected and can be managed.

The site/development option(s) is progressed to Stage 2.

**No** – The site is completely or partially affected by Category 1 constraint(s) that cannot be mitigated.

The site and alternative development options are excluded from progressing to Stage 2. The site will be referred to as a ‘Stage 1’ sites and recorded.

3.4 Stage 2 – Site/ Broad Location Assessment

3.4.1 Once all sites have been collated as part of the initial assessment Stage 2 will look at whether a site/option is developable or deliverable taking account of issues relating to suitability, availability and achievability / viability in accordance with the NPPF and planning guidance. The NPPF sets out definitions of ‘deliverable’ and ‘developable’ sites for housing development:

**Deliverable** - sites should be available now, offer a suitable location for development now, and be achievable with a realistic prospect that housing will be delivered on the site within five years and in particular that development of the site is viable. Sites with planning permission should be considered deliverable until permission expires, unless there is clear evidence that schemes will not be implemented within five years, for example they will not be viable, there is no longer a demand for the type of units or sites have long term phasing plans.

**Developable** – sites should be in a suitable location for housing development and there should be a reasonable prospect that the site is available and could be viably developed at the point envisaged.

NPPF, Para. 47 and Footnote 11 & 12

3.4.2 The NPPF practice guidance includes some further assistance on the definitions of ‘deliverable’ and ‘developable’ in the context of housing policies and the allocation of sites:

**Deliverable** - allocated for housing in the development plan and sites with planning permission (outline or full that have not been implemented) unless there is clear evidence that schemes will not be implemented within five years or where planning permission has expired.

However, planning permission or allocation in a development plan is not a prerequisite for a site being deliverable in terms of the five-year supply. Local planning authorities will need to provide robust, up to date evidence to support the deliverability of sites, ensuring that their judgements on deliverability are clearly and transparently set out. If there are no significant constraints (e.g. infrastructure) to overcome, sites not allocated within a development plan or without planning permission can be considered capable of being delivered within a five-year timeframe.
The size of sites will also be an important factor in identifying whether a housing site is deliverable within the first 5 years. Plan makers will need to consider the time it will take to commence development on site and build out rates to ensure a robust five-year housing supply.

**Developable** - developable sites or broad locations are areas that are in a suitable location for housing development and have a reasonable prospect that the site or broad location is available and could be viably developed at the point envisaged. Local planning authorities will need to consider when in the plan period such sites or broad locations will come forward so that they can be identified on the development trajectory. These sites or broad locations may include large development opportunities such as urban extension or new settlements.

### National Planning Practice Guidance

#### 3.4.3

The assessment will focus on whether a site is deliverable or developable taking account of the above definitions and broken down and examined under the following headings in accordance with the NPPF and planning guidance:

- Suitability.
- Achievability/Viability.
- Availability.

#### 3.4.4

Council Officer’s will survey each of the remaining sites and estimate the potential of these sites, dependant on proposed use and location.

#### 3.4.5

Prior to site visits being undertaken, a site visit pro-forma (see Appendix 2) has been designed to ensure that all sites are surveyed in a consistent manner and provided a checklist of issues to be considered when determining the availability, achievability and suitability of each site.

#### 3.4.6

The sites surveyed will then be appraised assessing when and whether they are likely to be developed.

**Estimating development potential**

#### 3.4.7

The PPG indicates an estimate of the development potential should be guided by existing or emerging plan policy. The guidance does indicate that where the development plan policy does not provide a sufficient basis to make a judgement then relevant existing development schemes can be used as the basis for assessment.

**Density**

#### 3.4.8

The NPPF does not identify an indicative minimum net density threshold. The PPG suggests that where considered appropriate to do so, density should reflect local characteristics. Where information is available from sources such as, planning applications, pre-applications discussion, development briefs and masterplans, the known density information will be used. The Council will assume minimum densities based on the local character, neighbouring developments and Government Guidance. For example, it may be appropriate to assume a higher density in town centres and sites close to railway stations.
Gross to net site area

3.4.9 The developable area is the likely proportion of the site which will be available for the proposed development. For example, for housing, the land available, after taking into account provision of infrastructure, open space and other land uses designed to complement housing development. The Council will make a case by case judgement on based on the character of the area. For larger sites a greater percentage of the total site area is deducted in order to give this developable area that can be used for housing. This takes into account other uses that are likely to be incorporated in to larger housing schemes such as education provision or the need for critical infrastructure such as new roads.

3.4.10 In relation to employment plot ratios based on a standardised approach to the proportional footprint and height of buildings on B1, B2 and B8 sites. The table below sets out the assumed plot ratios by employment use.

<table>
<thead>
<tr>
<th>Use Class</th>
<th>Plot Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>1.5</td>
</tr>
<tr>
<td>B2</td>
<td>0.4</td>
</tr>
<tr>
<td>B8</td>
<td>0.5</td>
</tr>
</tbody>
</table>

3.4.11 In terms of the capacity of the site for development, this will be determined having:

- Assessed the Category 2 constraints which may reduce the developable area of the site and/or the site’s capacity taking account of general development management policies and the appropriate housing density;
- Discussed the number of units proposed with those promoting the site, the DMP, and development management officers; and
- Reviewed previous planning application/appeal decisions relevant to the site and the proposed form of development.

Suitability

3.4.12 Assessing the suitability of sites or broad locations for development will be guided by:

- The Elmbridge Core Strategy and Development Management Plan and supported adopted guidance, emerging plan policy and national policy; and
- Market and industry requirement in the housing market and functional economic market area.

---

10 Land Availability Assessment 2014
3.4.13 Sites will initially be assessed against the Local Plan taking account of how up to date the plan policies are and consistency with the NPPF / PPG as well as considering the appropriateness of identified constraints on sites/broad location and whether such constraints may be overcome. **The assessment of sites will be a dynamic process as the Local Plan progresses, with the need to update the suitability of sites in light of any emerging policy changes.**

3.4.14 For example, across the Borough are a number of sites designated as Strategic Employment Land (SEL). Identified on the Policies Map, these sites are protected from being developed into alternative uses under Core Strategy Policy CS23 ‘Employment’ and Development Management Plan Policy DM11 ‘Employment’. SEL designated is considered to be a Category 1 constraint in proposals for alternative uses other than employment. Therefore, any site put forward for non-employment use(s) and located within SEL or identified as having potential for designation will generally be discounted at Stage 1 of the LAA. However, as part of the evidence base review some employment sites are considered unsuitable for retention as SEL and are to remain as employment land. It may be appropriate that these are considered in the future for alternative uses. In determining any forthcoming employment sites put forward for housing as part of the Call for Sites exercise, it must demonstrated that the proposal meets the requirements of policy DM11.

3.4.15 Sites with planning permission will generally be considered suitable for development although there may be instances where it is necessary to assess whether circumstances have changed which would alter their suitability.

3.4.16 The following factors will be considered to assess a site’s suitability for development now or in the future:

- physical limitations or problems such as access, infrastructure, ground conditions, flood risk, hazardous risks, pollution or contamination;
- potential impacts including the effect upon the environment including landscape features, nature biodiversity and heritage conservation; and
- appropriateness and likely market attractiveness for the type of development proposed.

3.4.17 In addition to the above considerations, information gathered at the Stage 1 will also inform the suitability assessment. These Category 2 designations would not necessarily preclude development coming forward on a particular site; they may affect the nature or extent of development. The Council considers the following designations as Category 2 constraints:

- Area of High Archaeological Potential
- Conservation Area
- Grade I Listed Building
- Grade II* Listed Building
- Grade II Listed Building
- Flood Risk Zone 2 and 3a
- Biodiversity Opportunity Area (BOA)
- Within 5km of the Thames Basin Heath (TBH)
- Thames Policy Area
- Mineral Safeguarding Area
3.4.18 The following matters are to be considered and noted at the desktop assessment stage, some of which may preclude development depending on the extent to which the utilities covers a site and its potential impact:

- High pressure gas pipelines;
- Oil pipelines, national grid transmission lines; and
- Immovable communication links, such as high speed fibre optic cables utilised by businesses in the area

3.4.19 Sites for new economic development will normally be considered suitable where there is good access to strategic transport infrastructure, services and facilities or where the site adjoins part of an existing employment site. The following criteria will be considered specifically in relation to the suitability for economic development:

- Whether the site has /can gain good access to the strategic transport network. The time needed to access the strategic network will be considered, taking into account distance but also known congestion levels.
- Whether the site adjoins /could adjoin part of an existing employment site. If an adjoining site is well utilised then it is likely to be a commercially attractive location.
- Whether the site has access / is capable of providing access to non-employment uses for employees to utilise such as food and leisure facilities.
- The site’s proximity to residential areas and other adjoining uses to ensure economic development wouldn’t result in an adverse impact on local amenity.
- Whether the site is constrained by gradient. Sites of significant gradient are less suitable for some economic development, than housing uses, such as B8 (warehousing).

3.4.20 Pitches/ Plots for Gypsies, Travellers and Travelling Showperson(s) will need to be;

- Outside of Flood Zone 3 a & b;
- Relatively flat; and
- Accessible to the strategic road network.

**Achievability/Viability**

3.4.21 A site is considered ‘achievable/viable’ where there is a reasonable prospect that the particular type of development will be developed on the site at a particular point in time. This is essentially a judgement about the economic viability of a site and development option and, where appropriate, the capacity of the developer to complete and sell the development over a certain period. The following factors will be considered:

Market Factors:
• What is the current marketed demand?
• What is the potential future market demand?
• What is the land value for the proposed use versus the existing use and potential competing uses?
• How attractive is the location for the proposed use?

Cost Factors:
• Are there any significant site preparation/ remediation costs?
• Are there any measures required to address identified constraints?
• Are there any relevant planning obligation costs which may affect viability?

Delivery Factors:
• What are the realistic build out rates for each site?
• Is site development likely to be phased?
• Is the site going to be delivered by a single developer or several developers?
• What is the size and capacity of the developer?

3.4.22 The consideration of this information will enable realistic and informed views to be made as to when a site was likely to commence development and how long it would take to build out.

3.4.23 In addition, sites, where appropriate, will be reviewed by the Council’s Development Market Panel (DMP) who will provide market input and help to gauge the likely level of developer interest and its attractiveness to the market and viability.

Availability

3.4.24 A site and/or alternative development option is considered ‘available’ when, based on the information presented there is confidence that there are no legal or ownership problems, such as unresolved multiple ownerships, ransom strips, tenancies or operational requirements of landowners that would prevent the site and development option from being delivered. This will often mean that the land is controlled by a developer or landowner who has expressed an intention to develop or sell.

3.4.25 The availability of a site for development and the development options that the site is available for will be confirmed by the call for sites and information from landowners and legal searches. In accordance with the NPPF and practice guidance, the availability and achievability of sites with planning permission will be considered. As stated in Government guidance the existence of a planning permission does not necessarily mean a site is available as a person making a planning application on a site does not need to own or have an interest in the land.

3.4.26 In cases where it becomes apparent that a site may be constrained on issues relating to its availability, these will be discussed with those promoting the site and all relevant parties to try and seek a resolution. However, in cases where a landowner will not release their site for a particular alternative development option this is likely to result in the site not being taken any further.

Overcoming constraints

3.4.27 Where Category 2 constraints are identified consideration will be given to whether it will be possible to overcome these. If it is deemed possible to overcome identified
constraints, an assessment will then be made as to whether the measures required would negatively impact the viability of the site for the proposed development.

3.4.28 Identified constraints could vary from those which are easy to overcome (e.g., allowing for stand–off within a development and reducing the overall developable area of a site) to those which could be more fundamental (e.g. legal restrictions which could prevent development). It is likely that in some instances, the measure for overcoming constraints could be easy to implement and not likely to adversely affect viability to unacceptable levels. Where identified constraints would reduce viability to an unacceptable level the site will be removed from the assessment that this stage.

**How should the timescale and rate of development be assessed and presented?**

3.4.29 Once the suitability, availability and achievability of sites have been assessed, and any constraints identified, the likely timescale and rate of development for each site will be able to be assessed. This will be continuously updated throughout the Local Plan process, with advice being sought from developers on likely timetables, progress made, and any further constraints which may arise.

3.4.30 The timeframe periods refer to Year 1 being from April 2016.

**Sites with Planning Permission**

3.4.31 The NPPF indicates that sites with planning permission should be considered deliverable until permission expires, unless there is clear evidence that schemes will not be implemented within 5 years.

3.4.32 On larger sites, where appropriate, the Council will consult directly with land owners and developers, in order to obtain up to date delivery information about a site. Unless the Council has good reason not to do so, delivery forecast information received will be accepted. When no information is received, delivery information from previous years will be used to inform a delivery forecast.

**Sites without Planning Permission**

3.4.33 PPG indicates that planning permission is not a prerequisite for a site to be considered deliverable within five years. However, the Council will make a general assumption that sites without planning consent will not be delivered within five years unless there is evidence to suggest otherwise.

3.4.34 Where significant constraints are identified, or sites appear to represent a later phase of an adjacent development, it will be assumed to start delivery within 6-10 years or 11-15 years. If an application is expected to be submitted within 12 months and / or has limited constraints it may be considered part of the 5 year land supply.

3.4.35 If sites are neither deliverable nor developable they will be classified as currently not deliverable.

### 3.5 Stage 3 – Windfall Sites
3.5.1 Paragraph 48 of the NPPF states that local planning authorities may make an allowance for windfall sites in the five-year supply if they have compelling evidence that such sites have consistently become available in the local area and will continue to provide a reliable source of supply. Any allowance should be realistic having regard to the historic windfall delivery rates and expected future trends, and should not include residential gardens.

3.5.2 The Council is committed to monitoring its approach to windfall development and does so on an on-going basis. The 2014 LAA assumed that the provision of 86 units per annum will take place over the 8 year period, resulting in a contribution from unidentified small sites of 696 units. However, there is no reliance on this source of supply in the first 5 years of the Core Strategy. This has only been applied to years 7-13, resulting in annual estimate of 116 units per annum from this source.

3.5.3 Windfall assessments are made and published annually through the Council’s Authority’s Monitoring Report (AMR). This will include an assessment of historic windfall delivery rates as well as the expected future trend for windfall delivery. No windfall allowance is made for employment sites.

3.6 Stage 4: Assessment Review

Review Assessment and prepare trajectory

3.6.1 The development potential of all sites can be collected to produce an indicative trajectory. This should outline how much housing, employment land and other uses can be provided, and at what point in the future. An overall risk assessment will be undertaken as to whether sites will come forward as anticipated. Going forward beyond this assessment, the database of sites will be used for future monitoring of land availability.

3.6.2 If insufficient sites within the Settlement Area have been identified to meet the tested Core Strategy 2011 housing targets, then the Council will need to revisit the assumptions. Once the outcomes and findings of the SHMA 2016 and the GBBR are produced the Council will need to assess the land availability against this updated objectively assessed housing need (albeit untested). Following this secondary review if there are insufficient sites, it may be necessary for the Council to revisit the parameters of the methodology to investigate how to plan for this shortfall. The Council will need to consider whether it will be appropriate to meet this shortfall through other means, in consultation with surrounding authorities and other relevant stakeholders. It is likely this will be through the Council determining whether exceptional circumstances exist to necessitate a formal full or partial review of the Spatial Strategy.

3.7 Stage 5: Final Evidence Base

Data Outputs

3.7.1 Following the Call for Sites and the site assessment process, the Council will publish a report and a portfolio of potential development sites which will include:

- A list and map of all sites;
• An assessment of each site, covering its suitability for development, availability and achievability. This assessment will determine whether a site is realistically expected to be developed and the timeframe for any such development, or reasons why a site has been discounted for future development.

• The potential type and quantity of development which could be delivered on each site or broad location. This will include an estimate of build out rates as well as any barriers to delivery which may be needed to be overcome.

• An indicative trajectory of the estimated delivery of the potential development.

**Monitoring**

3.7.2 Once the site assessments have been collated into a portfolio this will be used to continuously monitor sites. As part of the Authority Monitoring Report (AMR) the Council will publish the Housing Trajectory and 5 year Housing Land Supply.

**Five Year Land Supply**

3.7.3 NPPF requires local planning authorities to identify and maintain a rolling five-year supply of deliverable housing land. The assessment of this supply is a material consideration in the determination of residential planning applications and helps to ensure that the objectively assessed housing needs of the local area are met over the life of the plan period.

3.7.4 This information will be updated on an annual basis to reflect any new sites that become available and any change in circumstance with existing sites. It may be updated throughout the year if necessary, but as required by the PPG, this annually produced report provides the Council's position on the five year land supply position for the year from 1st April.
4. Next Steps

4.1 Following the completion of the LAA

4.1.1 As outlined in the methodology the role of the LAA is to provide initial information on the range of sites which are available, but it is for the development plan itself to determine which of those sites are the most suitable to meet those needs. Once, the LAA is completed, its findings, including the indicative 5 year trajectory will be cross referenced with the outcomes of the SHMA.

4.1.2 The outcomes of the SHMA, ELR and the ability of the LAA to identify sufficient land that is considered to be deliverable and developable will determine the path of the Elmbridge development plan. It is anticipated that this will lead to one of two scenarios; this will include the continuation of the Settlement and ID Plans or, a new Spatial Strategy. Notwithstanding this unknown, what is certain is that the use of the LAA and the process for any allocation or designation will be the same.

4.1.3 The LAA is the initial stage in identification and consideration of sites for potential allocation or designation. Those sites identified as being deliverable and developable will be subject to further consideration, the next step being a detailed Sustainability Assessment.

4.2 Detailed Sustainability Assessment/ Strategic Environmental Assessment (SA/ SEA)

4.2.1 This process will be undertaken to determine the most appropriate use of each site and forms the assessment of the social, environmental and economic effects to ensure that sustainable development is delivered and supported through the planning process.

4.2.2 This assessment will ensure that the Council, when considering the allocation of sites, will meet the requirements of the Sustainability Appraisal (SA) / Strategic Environmental Assessment (SEA) process.

Developing the SA Framework

4.2.3 The Council is statutorily obliged to undertake a Sustainability Appraisal (SA) and a Strategic Environmental Assessment (SEA) as part of its plan preparation. To support established arrangements for a consistent methodology and peer review across the five East Surrey authorities, it is the Council’s intention to use the updated SA objective agreed in June 2015.

4.2.4 The assessment framework will not be altered significantly from that proposed for the preparation of the Settlement and ID Plans Preferred Options. This includes guidance produced to ensure that the SA Objectives enable the Council and its stakeholders to differentiate between the effects of allocating a site for various alternative uses.

4.2.5 It whilst there is a question mark as to whether the Spatial Strategy in its entirety remains compliant with the NPPF. It is considered that there will be only be a proportion of the Local Plan that is subject to the review and therefore potential
change. The Council is confident that the majority of the strategy and the policies continue to be in conformity with national policy and respond to the local context.

**Consideration of reasonable alternative development options**

4.2.6 The Sustainability Appraisal/Strategic Environmental Assessment\(^\text{11}\) (SA/SEA) will require the consideration of reasonable alternatives to be assessed to inform the consideration and choice of options when preparing any future Local Plan document.

4.2.7 The Council is able to assess options for each site in terms of reasonable alternative land-uses. Each site will therefore be analysed to assess its potential to accommodate alternative uses/forms of development having regard to the assumptions discussed below and existing policy guidance on the type and form of development. For example, if a Council owned site is appropriate for housing could it also be considered for a community use or Gypsy and Traveller site?

4.2.8 This approach to the consideration of alternative forms of development ensures that options are appropriate to the level of the plan being produced and its stage of production. Options puts forward by landowners, agents and the community through consultation will be included where appropriate and assessed. All sites and options that make it through to the detailed Sustainability Assessment stage will have also been compared with a ‘Do Nothing’ option.

4.2.9 As a guide, the following will not be considered as reasonable alternative development options unless specifically proposed by a landowner/agent:

- Offices - there is currently a significant excess of office space in the Borough with vacancy levels reaching over 22\(^\%\)\(^\text{12}\). This is considered to be sufficient to meet expected future levels of demand;

- B2/B8 uses outside of existing clusters of employment land due to the potential impacts on amenity of surrounding occupiers;

- Mixed-use development outside of town and district centres unless there is an existing community use that needs to be re-provided within a scheme or where a specific need is known to exist.

- Gypsy and Traveller pitches on land that is not in public ownership that has not been suggested by the landowner unless on larger development sites circa 100 + dwellings. This is considered to be a reasonable approach and reflect the likelihood of sources of delivery.

- Gypsy and Traveller pitches on sites in public ownership located within town and district centres given the need to maximise the use of these sites and the importance of maintaining an active frontage.

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• Given the need for education, alternative uses for sites currently in education use unless specifically proposed by the County Council or schools themselves as necessary to support the delivery of improved education facilities in the Borough.

4.2.10 The above list is not exhaustive and in considering the potential for alternatives development options judgements have been made on the appropriateness of a particular form of development having regard to the Council’s evidence base, the need for the type of development and wider national and local policy framework

Appraising sites and alternative development options through the SA framework

4.2.11 The scoring system will involve assessing whether the implementation of the alternative development option identified would have a positive, neutral, unknown or negative impact on the Sustainability Objective. The full ‘scoring’ system is proposed as follows:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Effect against the SA objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>++</td>
<td>The preferred/ alternative development option would strongly support the SA Objective.</td>
</tr>
<tr>
<td>+</td>
<td>The preferred/ alternative development option would support the SA Objective.</td>
</tr>
<tr>
<td>?</td>
<td>The preferred/ alternative development option would have an unknown effect on the SA Objective.</td>
</tr>
<tr>
<td>O</td>
<td>The preferred/ alternative development option would have a neutral effect on the SA Objective.</td>
</tr>
<tr>
<td>-</td>
<td>The preferred/ alternative development option would not support the SA Objective without some mitigation which is considered problematic.</td>
</tr>
<tr>
<td>- -</td>
<td>The preferred/ alternative development option would not support the SA Objective without consideration mitigation which is considered problematic.</td>
</tr>
</tbody>
</table>

4.2.12 In broad terms, if an option scores a ‘- -’ it is considered that the development could pose significant harm even with the use of mitigation measures which are considered problematic, whereas if an option scores a ‘++’ it is considered that there is no risk and/or the development has potential to bring about clear economic, social, or environmental benefits.

4.2.13 When appraising the preferred and alternative development options all comments will be recorded to provide an audit trail of how ‘scoring’ decisions are justified.
### Glossary

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMR</td>
<td>Authority’s Monitoring Report</td>
</tr>
<tr>
<td>BOA</td>
<td>Biodiversity Opportunity Area</td>
</tr>
<tr>
<td>CPMS</td>
<td>Commercial Property Markey Study</td>
</tr>
<tr>
<td>DMP</td>
<td>Development Market Panel</td>
</tr>
<tr>
<td>ELR</td>
<td>Employment Land Review</td>
</tr>
<tr>
<td>GBBR</td>
<td>Green Belt Boundary Review</td>
</tr>
<tr>
<td>LAA</td>
<td>Land Availability Assessment</td>
</tr>
<tr>
<td>LPAs</td>
<td>Local Planning Authorities</td>
</tr>
<tr>
<td>NPPF</td>
<td>National Planning Policy Framework</td>
</tr>
<tr>
<td>PDL</td>
<td>Previously Developed Land</td>
</tr>
<tr>
<td>PPG</td>
<td>Planning Practice Guidance</td>
</tr>
<tr>
<td>PPTS</td>
<td>Planning Policy for Traveller Sites</td>
</tr>
<tr>
<td>SA</td>
<td>Sustainability Assessment</td>
</tr>
<tr>
<td>SANG</td>
<td>Suitable Accessible Nature Greenspace</td>
</tr>
<tr>
<td>SEA</td>
<td>Strategic Environmental Assessment</td>
</tr>
<tr>
<td>SEL</td>
<td>Strategic Employment Land</td>
</tr>
<tr>
<td>SHEELA</td>
<td>Strategic Housing &amp; Employment Land Assessment</td>
</tr>
<tr>
<td>SHLAA</td>
<td>Strategic Housing Land Availability Assessment</td>
</tr>
<tr>
<td>SHMA</td>
<td>Strategic Housing Market Assessment</td>
</tr>
<tr>
<td>SPA</td>
<td>Special Protection Area</td>
</tr>
<tr>
<td>SSSI</td>
<td>Site of Special Scientific Interest</td>
</tr>
<tr>
<td>TBH</td>
<td>Thames Basin Heath</td>
</tr>
</tbody>
</table>
Appendix 1- Call for Sites Form

Call for Sites Proforma

Please return completed questionnaires to Rachael Thorold in the Planning Policy Team.

Contact Details:

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:PlanningPolicy@elmbridge.gov.uk">PlanningPolicy@elmbridge.gov.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Planning Policy Team, Elmbridge Borough Council, Civic Centre, High Street</td>
</tr>
<tr>
<td>Telephone</td>
<td>01372 474 474</td>
</tr>
</tbody>
</table>

Whilst we recognise that it may not be possible to supply all the requested information please enter as much information as possible.

<table>
<thead>
<tr>
<th>Personal Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Company (if applicable)</td>
</tr>
<tr>
<td>Contact Details</td>
</tr>
<tr>
<td>----------------</td>
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<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Proposed Site Details**
<table>
<thead>
<tr>
<th><strong>Site Address/ Location</strong></th>
<th>(please provide a scale map (typically 1:1250 or 1:2500) showing the site / location of the proposal with the site edged clearly with a red line)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Estimated Site Area (m² or Ha)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Current Use</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Proposed Use</strong></td>
<td>Residential</td>
</tr>
<tr>
<td></td>
<td>Office, Research &amp; Development, Light Industry (B1)</td>
</tr>
<tr>
<td></td>
<td>General Industrial (B2), Warehousing (B8)</td>
</tr>
<tr>
<td></td>
<td>Retail</td>
</tr>
<tr>
<td></td>
<td>Community Facility</td>
</tr>
<tr>
<td></td>
<td>Other (please state below):</td>
</tr>
<tr>
<td><strong>What is the proposed development capacity of the site?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Ownership</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Are you the owner of the site?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>If you are not the owner, please state your personal interest in the site</strong></td>
<td></td>
</tr>
</tbody>
</table>
### Possible Constraints

To the best of your knowledge, are there any constraints which may affect the development of this site? Please specify

**(for example)**

- Access
- Infrastructure
- Topography
- Contamination / pollution
- Flood risk
- Legal issues, covenants etc
- Other

Do you think that identified constraints can be overcome?

### Availability

##### Known Planning History

Please enter planning application number/s if known

<table>
<thead>
<tr>
<th>Over what broad timeframe would you anticipate that the site could be developed?</th>
<th>Within the next 1-5 years</th>
<th>Within 6-10 years'</th>
<th>Within 11-15 years'</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Further comments</td>
<td></td>
<td></td>
<td></td>
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<td>------------------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Please enter any additional information that you consider of interest</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Appendix 2- Site Assessment Proforma

### Site Details

<table>
<thead>
<tr>
<th>Site Address:</th>
<th>Site Ref:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Settlement Area:</td>
<td>Contact details:</td>
</tr>
<tr>
<td>Easting:</td>
<td>Northing:</td>
</tr>
<tr>
<td>Gross site area (ha):</td>
<td></td>
</tr>
<tr>
<td>Net site area (ha):</td>
<td></td>
</tr>
<tr>
<td>Floor space (commercial):</td>
<td>Surrounding land use:</td>
</tr>
<tr>
<td>Estimated housing capacity:</td>
<td></td>
</tr>
</tbody>
</table>

**Is the site:**

<table>
<thead>
<tr>
<th>Brownfield:</th>
<th>Green Field:</th>
<th>Vacant:</th>
</tr>
</thead>
</table>

**Summary of planning history (including pre-application enquiries)**

**Call for sites information:**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Xx/xx/20xx</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary of call for sites:</strong></td>
<td>Who was this from i.e. owner, agent, developer with an interest etc</td>
</tr>
<tr>
<td></td>
<td>Timescales for development</td>
</tr>
<tr>
<td></td>
<td>Summary of proposal and reasons etc</td>
</tr>
</tbody>
</table>

### Site and Surrounding Features

**Category 1 Constraints/ Absolute Constraints**

Please identify any Category 1 constraints affecting the site which would deem the site unsuitable for development:

<table>
<thead>
<tr>
<th>Constraint:</th>
<th>Constraint:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green Belt</td>
<td>Y/N</td>
</tr>
<tr>
<td>Flooding</td>
<td>FZ:</td>
</tr>
<tr>
<td>TBH</td>
<td>Y/N</td>
</tr>
<tr>
<td>SSSI</td>
<td>Y/N</td>
</tr>
<tr>
<td>SPA / Ramsar Site</td>
<td>Y/N</td>
</tr>
</tbody>
</table>

**Officer notes:**
Category 2 Constraints

Please identify any constraints which would prevent, delay or limit development of the site and if mitigation is required:

<table>
<thead>
<tr>
<th>Constraint</th>
<th>Mitigation required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topography:</td>
<td></td>
</tr>
<tr>
<td>Ground contamination:</td>
<td></td>
</tr>
<tr>
<td>Pollution:</td>
<td></td>
</tr>
<tr>
<td>Air Quality:</td>
<td></td>
</tr>
<tr>
<td>Noise:</td>
<td></td>
</tr>
<tr>
<td>Flood Risk (Zones 1, 2 &amp; 3a):</td>
<td></td>
</tr>
<tr>
<td>Other SFRA flood risk constraints:</td>
<td></td>
</tr>
<tr>
<td>Listed building (Grade I, II*, II):</td>
<td></td>
</tr>
<tr>
<td>Conservation Areas:</td>
<td></td>
</tr>
<tr>
<td>TPO:</td>
<td></td>
</tr>
<tr>
<td>Biodiversity Opportunity Area:</td>
<td></td>
</tr>
<tr>
<td>Thames Basin Heath:</td>
<td></td>
</tr>
<tr>
<td>Thames Policy Area:</td>
<td></td>
</tr>
<tr>
<td>Mineral Safeguarding Area:</td>
<td></td>
</tr>
<tr>
<td>Preferred Area for Concrete Aggregate:</td>
<td></td>
</tr>
</tbody>
</table>

Does the site have access to adopted highway?  Yes: [ ]  No: [ ]

Site visit
Officer comments:                     Date of site visit:

Suitability of Site

Officer comments/ observations:

What type of development is consideration suitable at the site?

Housing: [ ]  Industrial: [ ]  Offices: [ ]

Education: [ ]  Storage & Distribution: [ ]  Mixed use: [ ]

If suitable for housing, which of the following uses the site could be suitable for:
Private Ownership: □  Private Rented: □  Mix of commercial & housing: □
Self-build: □  Starter Homes: □  Other: □
Gypsy & Travellers or Showpeople: □  Extra: □

Availability of Site

How many owners of the site?

<table>
<thead>
<tr>
<th>Single</th>
<th>2-3</th>
<th>4 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

Are there any legal matters?

Covenant □  Wayleaves □  Easements □  None □  Unknown □

Is the availability of the site dependant on the coordination of land assembly?

Yes □  No □
Details:

Achievability of Site

When will the site be developed?

Next 5 years □  6-10 years □  11-15 years □  Beyond 15 years? □

How many houses are expected to be built per annum?

How much commercial floor space do expected to be developed per annum?

Officer comments:

What is the likely housing mix?

<table>
<thead>
<tr>
<th>1 bed</th>
<th>2 beds</th>
<th>3 beds</th>
<th>4 beds</th>
<th>5+ beds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>House</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bungalow</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-build</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Proposed density?
<table>
<thead>
<tr>
<th>Housing: units per ha</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Employment: plot ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Is the site considered to be viable?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes: [ ] No: [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details of likely contributions/previous viability assessments:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Abnormal costs affecting viability?</th>
</tr>
</thead>
<tbody>
<tr>
<td>None: [ ] Flood mitigation: [ ]</td>
</tr>
<tr>
<td>Infrastructure: [ ]</td>
</tr>
<tr>
<td>Demolition: [ ] Contamination: [ ]</td>
</tr>
<tr>
<td>Ground Conditions: [ ]</td>
</tr>
<tr>
<td>Other (please state): [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Strength of employment land market:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good: [ ] Average: [ ] Weak: [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What effect will neighbouring uses have on the marketability of the site?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>