



# **North East England Strategic Housing Land Availability Assessment Regional Implementation Guide**

## **March 2008**



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## 1.0 Introduction

- 1.1 The Department for Communities and Local Government (CLG) issued the *Strategic Housing Land Availability Assessments (SHLAA): Practice Guidance* in August 2007, which explains that the purpose of SHLAA is to:
- identify sites with potential for housing;
  - assess their housing potential; and
  - assess when they are likely to be developed.
- 1.2 National practice guidance sets out a 10 stage approach to SHLAA production (see pages 6 and 7) and specifies that when the procedures it sets out are followed a local planning authority should not need to justify the methodology used in preparing its SHLAA, including at independent examination. However, local authorities will inevitably need to show that they have followed national practice guidance and justify any alternative approaches.
- 1.3 There is also a need to ensure join up between local authority approaches and data for regional planning and to analyse other non-administrative geographies like housing markets. This document sets out a regional methodology to assist local authorities in North East England to implement the national practice guidance for SHLAA in a consistent manner.
- 1.4 National guidance requires regional planning bodies, local planning authorities and key stakeholders to work together to ensure a joined up and robust approach. This regional implementation guide has been jointly developed between the North East Assembly, Government Office for the North East, One Northeast, the Homebuilders Federation and North East local authorities. It is based on existing experience and work carried out initially by Tees Valley local authorities led by Redcar and Cleveland and Stockton Borough Councils. Contact has also been made with the National Housing Federation, the National Association of Estate Agents and the Royal Institute of Chartered Surveyors.
- 1.5 This implementation guide is written as a common framework for the North East region. The emphasis of the guide was discussed at a stakeholder event held at Durham County Hall on 5 November 2007. This document reflects some of the comments received, particularly with regard to the scope of SHLAA. The objectives of this implementation guide are:
- to raise the profile of SHLAAs and the need to undertake them;
  - to facilitate understanding of their role and purpose;
  - to provide a broad North East regional framework for the delivery of national SHLAA guidance and PPS3; and
  - to ensure a clear and consistent approach across the North East which builds knowledge, capacity and experience.
- 1.6 Given the timescales involved the best way to pilot this regional approach is to use it and then to review the process. This implementation guide is therefore a “living” document that will be updated by North East RSS

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Housing Group if operational experience warrants modifications and/or if new examples of SHLAA best practice are identified.

- 1.7 The Government presently proposes to reward local authorities for demonstrating a five year land supply and a fifteen year land supply through the Housing and Planning Delivery Grant (HPDG). Local authorities have been required to demonstrate a five year land supply by PPS3 since April 2007. The first SHLAA exercise to continue this and demonstrate a fifteen year supply must be completed no later than 31 March 2010 to be eligible for HPDG. The SHLAA will need to be kept up-to-date to ensure a five year land supply which will need to be demonstrated each year.

## 2.0 Planning policy requirements for SHLAAs

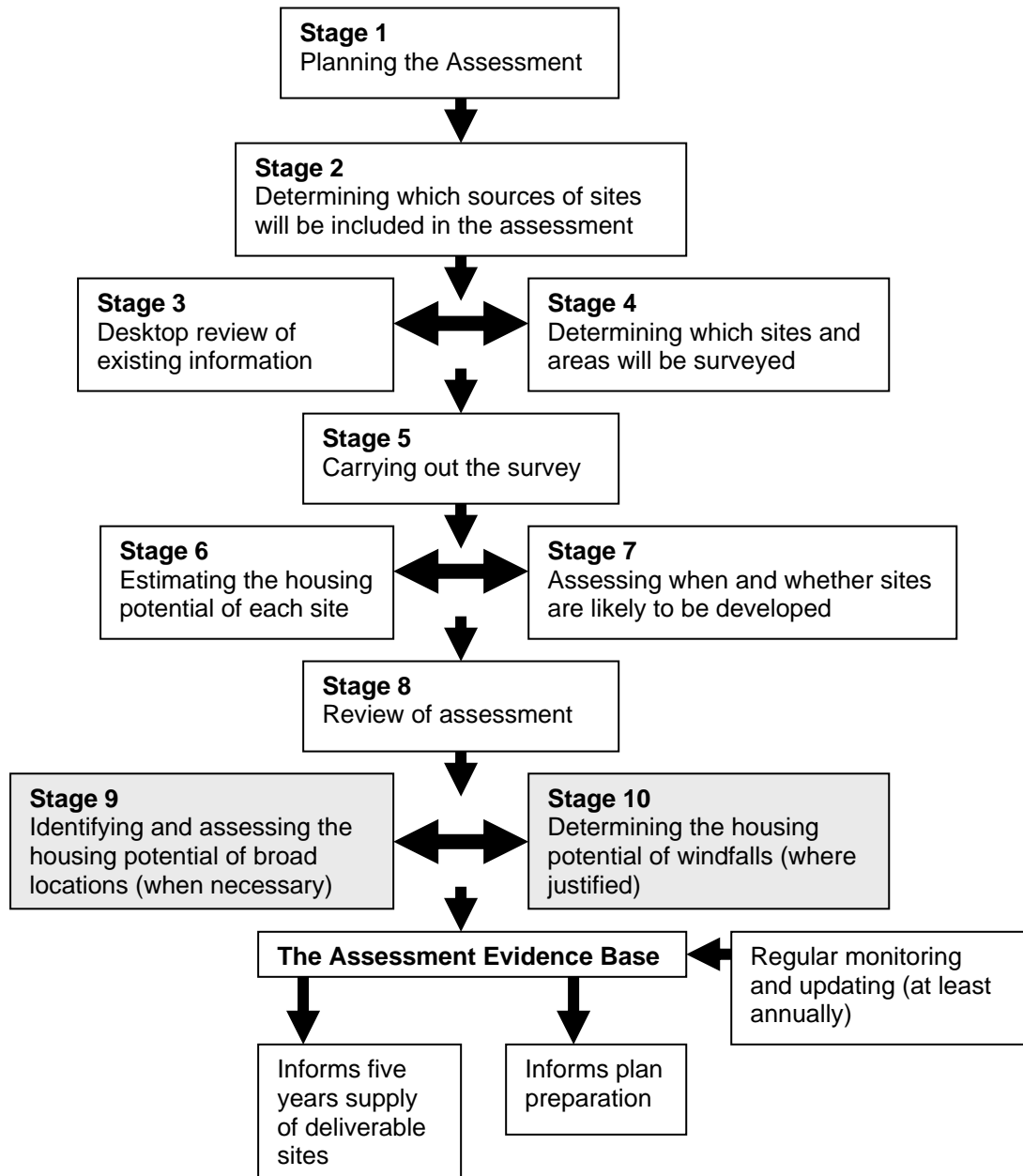
- 2.1 Planning Policy Statement 3: *Housing* (Nov 2006) sets out a new policy approach for housing, including the identification of sufficient land for a 15 year local development framework (LDF) plan period. This ensures that the first 5 years of 'deliverable' sites are allocated and that the 5-year supply is maintained.
- 2.2 To support this approach the national guidance requires a new approach to assessing housing land availability. SHLAA is not an urban capacity study by another name. The fundamental aim of a SHLAA is to identify the capacity of a housing market area to accommodate new housing over a plan period and its likelihood of being developed. It should do so by identifying as many sites with housing potential in and around as many settlements as possible in the sub-regional housing market area. It is not a stand alone study and should be updated as part of the annual monitoring process.
- 2.3 National guidance makes it clear that the SHLAA will form part of the evidence base for the plan-making process, but does not, in itself, determine whether a site should be allocated for housing development. Instead the SHLAA will form part of the evidence base for the emerging Local LDF and inform reviews of the Regional Spatial Strategy (RSS). It will be for the LDF preparation process to judge which specific sites should be allocated in a development plan document (DPD). The SHLAA should:
- Identify specific 'deliverable' sites for years 1 to 5;
  - Identify specific 'developable' sites for years 6 to 10;
  - Identify specific sites or broad locations for years 11 to 15; and,
  - Potentially identify sites or broad areas for 16 years plus.
- 2.4 The evidence in SHLAA should also assist work on non-housing land uses and relate to other projects such as open space surveys and employment land reviews. These may have different time frames to the initial SHLAA but the annual review will enable subsequent and continued linkages to be made. Similarly its information should assist both public and private sector infrastructure and service providers to plan effectively for their investment in services.

2.5 The national guidance sets out ten stages for the SHLAA process as follows:

<b>Stage 1:</b>	-Planning the Assessment
<b>Stage 2:</b>	-Determining Sources of sites to include
<b>Stage 3:</b>	-Desk top review of existing information
<b>Stage 4:</b>	-Determining which sites and areas will be surveyed
<b>Stage 5:</b>	-Carrying out the survey
<b>Stage 6:</b>	-Estimating housing potential of each site
<b>Stage 7:</b>	-Assessing when and whether sites are likely to be developed
<b>Stage 8:</b>	-Reviewing the Assessment
<b>Stage 9:</b>	-Identifying and assessing the housing potential of broad locations
<b>Stage 10:</b>	-Determining the housing potential of windfall -The Final Assessment Report

2.6 The stages are set out in sequence in the flow diagram below which is taken directly from the national practice guidance. Some of the stages occur concurrently.

**Strategic Housing Land Availability Assessment (SHLAA) process and outputs**



### 3.0 Methodology overview

3.1 The following sections of this regional implementation guide set out the North East regional approach to ensure consistency with the National Practice Guidance in undertaking the SHLAA. Below are key milestone in the regional approach:

Milestone	Notes	Stage
<ul style="list-style-type: none"> <li>Establish a partnership and Steering Group (for local authority/sub-region)</li> </ul>	<ul style="list-style-type: none"> <li>Inviting representation from relevant internal (local authority) and external (non-local authority) stakeholders.</li> </ul>	1
<ul style="list-style-type: none"> <li>Establishing the list of sites</li> </ul>	<ul style="list-style-type: none"> <li>Assessing existing information in desktop study.</li> <li>Inviting the submission of candidate sites</li> <li>Interrogating identified sources of supply.</li> <li>Entering, holding and amending sites database of information.</li> </ul>	2/3
<ul style="list-style-type: none"> <li>Determine which sites to survey</li> </ul>	<ul style="list-style-type: none"> <li>Sieve identified sites</li> <li>Ensure no double counting of sites</li> </ul>	4
<ul style="list-style-type: none"> <li>Site survey</li> </ul>	<ul style="list-style-type: none"> <li>Site visits and area survey</li> </ul>	5
<ul style="list-style-type: none"> <li>Assessing site yield</li> </ul>	<ul style="list-style-type: none"> <li>Applying the banding approach to establish the net developable area.</li> <li>Applying density multipliers to the net developable area.</li> <li>Inviting views from the internal and developer/agent/owner workshops on the estimated yield and other issues.</li> <li>Adjusting estimate to reflect professional and stakeholder knowledge if necessary.</li> </ul>	6 (9/10)
<ul style="list-style-type: none"> <li>Assessing suitability and availability</li> </ul>	<ul style="list-style-type: none"> <li>Categorise site locationally and sequentially.</li> <li>Identify capacity of infrastructure and utilities.</li> <li>Understand proximity of services and facilities.</li> <li>Identify policy, legal and practical constraints.</li> </ul>	7
<ul style="list-style-type: none"> <li>Assessing achievability</li> </ul>	<ul style="list-style-type: none"> <li>Developer/agent/owner workshop.</li> </ul>	7
<ul style="list-style-type: none"> <li>Sieving and phasing sites</li> </ul>	<ul style="list-style-type: none"> <li>Assess suitability/availability and achievability.</li> <li>Sieve out sites which are not suitable, available or achievable</li> </ul>	4, 7
<ul style="list-style-type: none"> <li>Review Assessment</li> </ul>	<ul style="list-style-type: none"> <li>Trajectory showing anticipated time-frame for delivery of sites.</li> </ul>	8
<ul style="list-style-type: none"> <li>Identify additional land if required</li> </ul>	<ul style="list-style-type: none"> <li>Re-examine sieved sites</li> <li>Invite submission of more sites</li> <li>Consider broad areas/windfall</li> </ul>	9/10
<ul style="list-style-type: none"> <li>Lessons learned</li> </ul>	<ul style="list-style-type: none"> <li>Produce a log of lessons learned whilst undertaking the exercise to assist in the improvement of procedures and activities.</li> </ul>	After the 10 stages
<ul style="list-style-type: none"> <li>Final Assessment Report</li> </ul>	<ul style="list-style-type: none"> <li>Publish SHLAA report and evidence.</li> </ul>	
<ul style="list-style-type: none"> <li>Update annually and use as a monitoring system</li> </ul>	<ul style="list-style-type: none"> <li>Update data throughout year by monitoring progress, re-survey and internal and external workshops as appropriate</li> <li>Formally invite submission of further candidate sites through advertisement.</li> </ul>	

## 4.0 Stage 1: Planning the assessment

- 4.1 Planning the assessment effectively is fundamental to ensuring consistency with national practice guidance. This regional implementation guide identifies some of the key components required for completing the SHLAA:
- Ensuring that the assessment can be carried out in partnership with other local authorities in the same housing market area or that the data collected from local authority level partnerships is compatible;
  - Establishing a partnership (or using/modifying an existing partnership);
  - Ensuring that adequate financial, staff and skills resources are identified and in place;
  - Ensuring that reporting structures, operational procedures, management and scrutiny arrangements for the partnership and others are clear and formally set out;
  - Ensuring that there are adequate methods to examine quality and that any lessons learned and how they are overcome are identified and logged for future improvements.

### **Establishing a partnership**

- 4.2 National practice guidance advocates carrying out the SHLAA at the sub-regional market area level by housing market partnerships where established. Where possible it is most effective to carry out one exercise for the sub-region but this is not always possible. Some local authorities are bound by LDF timetables and may need to progress work very quickly. In practice much of the data collation work will be done by officers in individual local authorities and aggregated to sub-regional level for the external workshops. This also allows the information to be disaggregated where necessary for LDF work. Following the approach in this regional implementation guide should deliver the consistency required to enable a combined sub-regional and regional picture or other non-administrative geographies like market areas to be produced easily and quickly.
- 4.3 A partnership should be established between local authorities and home builders (Homebuilders Federation or an individual builder to represent the industry), registered social landlords (National Housing Federation or individual registered social landlord to represent the sector) and local estate agents (National Association of Estate Agents and/or Royal Institute of Chartered Surveyors). It may be necessary to involve Government agencies and other organisations and stakeholders permanently or on an ad hoc basis. In some cases the developer or owner may be a public sector organisation like One NorthEast and English Partnerships.
- 4.4 Some sub-regional or local authority level housing partnerships may already fulfil some or all of these requirements. It may be necessary to modify these structures for the SHLAA exercise. Reporting structures and management of the partnership and its relationships with other organisations must be clearly and formally set out for transparency. The partnership's SHLAA work should be led by the lead local authority planning officer who is responsible for SHLAA production, as this is a planning process.

- 4.5 In situations where the amount of interest in participating would result in a group which is too large to operate effectively, an option would be to create a small steering group chaired by the lead planning officer and a wider stakeholder group. This wider group could usefully assist the steering group but would meet separately and less frequently. This will not always be necessary, as many of those who are interested in being involved in SHLAA will be able to participate through the internal and external workshop processes where they will be able to express views.
- 4.6 The North East RSS Housing Group, led by the North East Assembly as regional planning body, has acted as a regional forum for procedural discussions and has jointly produced this regional implementation guide. The group will continue to collaborate to share best practice and to ensure that a common North East approach to implementing the national practice guidance is maintained. It will also consider procedural amendments following lessons learned in practical experience should the need arise. This will follow advice by partnerships from their own operational experience.

## 5.0 Stage 2: Determining sources of sites to include in the assessment

- 5.1 National practice guidance aims for coverage to be as comprehensive as possible but recognises that this may be limited by available resources. Therefore the partnership will need to be clear about which sources of site it will include. National practice guidance is clear that the inclusion of a site in the SHLAA is not a precursor to a land allocation; rather SHLAA is a tool to examine the housing capacity of a site or broad area and the practical and policy implications of development. The SHLAA evidence will then inform decisions later in the DPD preparation process such as the allocation of land. In some cases these may be anticipated by the local and professional knowledge of those undertaking the SHLAA. However, it is essential that the information is presented in an open and transparent way using the SHLAA process. This stage is where decisions about sources are made where as the actual data entry and examination will be made in subsequent stages.

### Specific Sites and Broad Areas

- 5.2 National practice guidance sets out the types of site which should be included in the SHLAA. This has been reproduced in Table 1, below. Partnerships should therefore consider these and any other sources of information they see fit. If there is any doubt about whether or not to include a site in the SHLAA it is best to include it as this will contribute to the evidence base.

**Table 1: Sources of sites to include and sources of information**

Sites	Data Source
<b>Sites currently in the planning process</b>	
-Unimplemented planning permissions for housing -Planning permissions for housing under construction	-Housing land availability data -Other local authority monitoring
-Land allocated (or with permission) for non-residential uses which are no longer required for those uses.	-Employment land availability data -Employment land review -Open space audit

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-Existing housing allocations and sites in development briefs.	-Housing land availability data -Development briefs
<b>Sites not currently in the planning process</b>	
-Vacant and derelict land and buildings	-National land use database (NLUD) -Housing land availability data -Existing urban capacity data -Local authority empty property register -Valuation Office database -English house condition survey (EHCS) -Commercial property databases e.g. estate agents and property agents -Aerial photography -local authority land and property team -Register of surplus public sector land -Local authority brownfield studies and strategies
-Surplus public sector land	- local authority Land and Property team -Register of surplus public sector land (English Partnerships website) -NLUD
-Land in non-residential use which may be suitable for re-development for housing, such as commercial buildings or car parks, including as part of mixed-use development.	-NLUD -Car parking audit undertaken for the local authority parking strategy
-Additional housing opportunities in established residential areas, such as under-used garage blocks	-NLUD
-Large scale redevelopment and re-design of existing residential areas	-Local authority housing and regeneration team(s)
-Sites in rural settlements and rural exception sites	-NLUD -Sites submitted for consideration in DPD
-Urban extensions	-Sites submitted for consideration in DPD
-Residential sites being funded in partnership with public sector bodies	-English Partnerships -Housing Corporation
-Sites with potential for employment uses	-Regional employment land survey
<b>Stakeholder proposed sites</b>	
-Candidate sites submitted by stakeholders	-Stakeholders following formal request

5.3 The SHLAA sites database contains two general sources of land:

- Specific individual sites
- Broad areas, including groups of small dispersed sites.

### **Specific individual sites**

5.4 The SHLAA sites database should list individual sites that are potentially available and then estimate their individual dwelling capacity and likelihood of being developed for housing during a given timeframe. This should include, for example, sites currently allocated in plans or used for non-residential purposes. Therefore the following sources should be added to the SHLAA sites database:

- all sites identified by the study team as potential housing sites; and
- all sites that have been promoted as candidate sites by other internal or external stakeholders (e.g. site owners, agents, consultants, developers).

- 5.5 Sites being promoted by agents/owners/developers etc should be added to the SHLAA sites database, even in the knowledge that they may be unlikely to be suitable for housing on current policy grounds. This is because national practice guidance requires SHLAA to provide a long term, flexible and robust evidence base. If the evolution of regional and/or local policy subsequently removes policy restrictions, then such sites can be re-examined through annual review. If there is any doubt about whether to list a particular site on a SHLAA site database it should be listed and examined for completeness. The consideration of as many sites as possible by SHLAA will contribute to a robust evidence base of sites.

### **Broad areas (including groups of sites)**

- 5.6 These are sources for which the potential opportunities comprise broad areas where development could occur, but no specific site has been identified or numerous small sites which cannot be sensibly sorted into individual sites. This may be the case, for example, with residential infill, subdivision and areas currently in amenity use as landscaping or informal open space. In these circumstances it is necessary to make an overall assessment of the number or proportion of such sites that could come forward, based on past or expected market trends, tempered by any limits to the scale of remaining opportunities and policy considerations encouraging or constraining such developments. It is generally accepted that in rural areas and villages, sites are smaller but will need to be considered as important elements of supply. It is also accepted that in urban areas there are numerous small sites where the types of assumption outlined above will need to be made.

### **Sieving out identified sites**

- 5.7 National practice guidance paragraph 21 recognises that some areas or sites may be excluded/sieved from the examination. Crucially though, paragraph 21 requires any exclusion to be agreed and justified by the partnership. Excluded/sieved sites should still be mapped and have nil housing potential ascribed to them. National practice guidance identifies clear-cut designations such as sites of special scientific interest (SSSI) where the justification for exclusion/sieving is not required. National guidance is also clear that the scope of the SHLAA should not be narrowed down by existing policies designed to constrain development.

### **Sites where zero housing potential should be ascribed**

- 5.8 To achieve this approach in a coherent way this regional implementation guidance sets out a series of sites which should be ascribed nil housing potential due to their designations. Category 1 covers sites or parts of sites that Government policy or law dictates are inappropriate for housing (or sometimes any) development. These sites should be entered into the SHLAA sites database and mapped, but justification will not be required to ascribe them a value of nil housing potential as per paragraph 21. These are referred to in this regional implementation guide as Category 1: "Sites where zero housing potential should be ascribed".

**Category 1: “Sites where zero housing potential should be ascribed”**

- Ramsar sites
- Special protection areas (SPA)
- Special areas of conservation (SAC)
- Sites of special scientific interest (SSSI)
- National nature reserve (NNR)
- Ancient woodland
- Scheduled ancient monuments (SAM)
- Historic parks and gardens
- PPS25 flood risk area – Zone 3b “Functional Floodplain”
- Health and Safety Executive (HSE) inner zones

**Designations/uses which affect the development of a site**

5.9 There are also some site designations or land uses that will have a strong relationship with the implementation of national, regional and local policy and the delivery of housing. These sites/uses in themselves may not prevent housing development but may affect the nature or extent of development on a site. Alternatively they may present justification for ascribing nil housing potential in particular circumstances and be sieved out. Therefore these sites will need to be entered into the SHLAA sites database and mapped.

5.10 When entering these sites or areas into the SHLAA sites database there should be a presumption that they will be fully examined for their housing potential and developability/deliverability. National practice guidance paragraph 21 specifies that these sites should only be ascribed a nil housing potential if the reasons are fully justified and agreed by the partnership. This may be for example that a car park will remain in use so would not be available for housing or that a conservation area or listed buildings may require certain designs or layouts which affect the amount of housing that could be developed. These designations/uses are referred to in this regional implementation guide as category 2: Designations/uses which affect the development of a site.

**Category 2: Designations/uses which affect the development of a site**

- National Park
- Area of outstanding natural beauty (AONB)
- Green belt
- Designated open space
- Non-designated open space
- Green wedge
- Allotments
- HSE middle and outer zones
- Flood risk areas – Zones 2 and 3a
- Minerals safeguard areas (MSA)
- County wildlife sites
- Sites of nature conservation importance (SNCI)/local wildlife site
- Great Crested Newt pond
- Historic landscape
- Archaeological Site

- Conservation area
- Grade I listed building(s)
- Grade II listed building(s)
- Grade II\* listed building(s)
- Car parks

### **Other sieving considerations**

- 5.11 There are some sites or areas where land contamination or topography would prevent development for housing (commercially or on health and safety grounds), or would restrain the amount of development that could take place. The SHLAA sites database is designed to record such issues. As with categories 1 and 2, any ascribing of nil housing potential for these reasons will need to be justified and agreed by the partnership. However, in situations where the level of contamination or topography would prevent housing development, this should provide adequate practical justification for ascribing a nil housing potential. The external forum will assist in understanding the commercial impact of topography and contamination on housing delivery.
- 5.12 Following the assessment of suitability, availability and achievability set out in stage 7 it will be necessary to sieve out sites which are not developable within 15 years or which are not suitable. The sites which are not developable within 15 years will be concluded following consideration of achievability and availability. The achievability assessment will also need to consider the capacity to overcome infrastructure and other constraints which may prevent or adversely impact on delivery. Sites which are not suitable will generally be those which are outside of settlement development boundaries which are not covered by the RSS sequential approach (Policy 3: RSS Feb 2008). This is further explained in stage 7.

### **When sieving takes place**

- 5.13 The sieving process has been described in stage 2 because the decisions about the process are taken here. The actual operation of sieving takes place during stage 4 to enable resources to be focussed on the assessment of sites and areas that will be surveyed.

### **After sieving**

- 5.14 Once these considerations have been made the SHLAA partnership should have two lists. One list will contain those sites which have been sieved out and the justification for this. The second list will include those sites which will need to be examined and assessed by the partnership in greater detail in stage 5. This sieving process will help direct resources effectively. The partnership must recognise that if insufficient land is identified as deliverable/developable, some of the sites which have been sieved out may need to be re-examined or other new sites/areas may need to be identified.

## **6. STAGE 3: DESKTOP REVIEW OF EXISTING INFORMATION**

- 6.1 The desktop review will be required to bring together existing local, regional and national datasets that have been identified in Stage 2 at table 1. Local

authorities already have a wealth of data including their own monitoring of outstanding planning permissions, residual local plan allocations and sites identified through earlier Urban Capacity Study work under PPG3 (2000). The desktop study will enable numerous sites/areas to be identified, logged, mapped and categorised in the SHLAA sites database. This process will also help to identify any double counting of sites and determine which land is covered by categories 1 and 2 and/or has contamination and/or topography referred to above in Stage 2.

- 6.2 Candidate sites should also be sought from stakeholders through a formally advertised public request. This should bring forward a number of sites of commercial interest, some of which may not have been previously identified. The contact details of the land owner and/or developer should be recorded as there may be a need for follow up. A web-based consultation could be a useful approach and should be encouraged to assist interested parties to put forward sites for assessment. This would use a blank map base for each settlement in the local authority/sub-region to be available for download, print off and send back to the respective local authority with suggested sites marked on them. Clearly the local authority/partnership will need to secure the correct copyright details and licenses from Ordnance Survey.
- 6.3 Other data sources will include the local authority's own property department and other public and private sector sources. Some remote sensing using Ordnance Survey maps and aerial photographs is also beneficial in identifying sites not revealed by the desktop study and formal site request.
- 6.4 All individuals/organisations on the Local Development Framework consultee database should be notified of the request for sites to be examined as part of the SHLAA. This is an important way of informing the public and other stakeholders about the process. It will be important to set out clearly what the SHLAA process is for and how this will feed in to the subsequent DPD. In particular the public and other stakeholders will need to understand the distinction between a SHLAA and DPD and the opportunities they will have to comment on possible land allocations policies during DPD formulation.
- 6.5 As part of the SHLAA annual review the desk top exercise will need to be updated with new information. The SHLAA site database has also been developed to act as a monitoring system for sites. This should help to maintain a five year land supply. At the annual review it may be necessary to add new candidate sites which are submitted during the year or following a new formally advertised request for additional candidate sites. Over time the SHLAA will contain the majority of sites within the local authority. Therefore the site identification process will be most resource intensive for the first few years. Thereafter activity should concentrate on annual updates of information.
- 6.6 The SHLAA site database should serve as a useful data holding and analysis tool. It will also identify where knowledge gaps exist. This may well provide the mandate and business case for additional work and/or contribute

to the scope of site visits/area surveys in Stage 4. HM land registry should be able to assist where ownership is unclear.

## **7.0 Stage 4: Determining which sites and areas will be surveyed**

7.1 National practice guidance sets out an approach where the desk top study will be supplemented by on-the-ground-surveys including site visits. All sites identified in the desktop exercise, which have not been sieved out, must be visited. The site visit will help identify constraints and ensure that data is up-to-date, particularly to understand progress on outstanding planning permissions. The on-the-ground-surveys will also identify other sites not previously identified through the desktop survey or public request for candidate sites. National practice guidance also suggests that the following areas should be mapped to help identify areas that could be covered by the survey. These are:

- Development hotspots
- Town and district centres
- Principal public transport corridors
- Specific locations within settlements including those identified for regeneration or renewal
- Specific locations outside settlements including those identified in RSS or as surplus public sector land
- This regional implementation guide also advises that all designations in categories 1 and 2 are also mapped to assist in data gathering.

7.2 Each SHLAA should aim to cover as many settlements and other locations as possible so that the potential to deliver housing can be fully assessed. However, the resources available to carry this out are not unlimited. The national practice guidance lists a number of factors that will help determine how comprehensive (geographic coverage) and how intensive (minimum site size to be surveyed) the survey should be. These factors include the nature of the housing challenge, the area in question and the land supply. These also include the resources available to the partnership. Stage 2, above, establishes that it is for individual partnerships to determine how small sites are that are included in the survey will be recorded. These decisions will need to be recorded and the reasons set out and agreed by the partnership.

7.3 There will, therefore, be a need to prioritise search areas accordingly. This regional implementation guide advises that it is best to have completed as much of the desktop work as thoroughly as possible prior to survey. To use their survey resources effectively, partnerships will need to identify which areas will be prioritised for survey work as follows:

- Sites sieved out as appropriate based on categories 1 and 2 or where topography and/or contamination would prevent development;
- Group the remaining sites geographically (eg by settlement) to maximise survey activity;

- Prioritise the survey work within the highest order settlements defined in RSS and LDF policy first, which when complete may reveal sufficient land for a 5 year and 15 year supply

7.4 Every effort should be made to carry out detailed survey work for identified sites following the sieve. Where the SHLAA reveals that there would be insufficient land from the surveyed sites, further work will be needed to investigate other sites which may not have been surveyed to the same extent. Sieve mapping can identify the number of sites from the desktop study within settlements and this will help partnerships to plan work effectively. Prioritisation for survey activity could begin with the highest order settlements as identified in the RSS and LDF. Similarly, the categorisation of sites by RSS sequential approach may assist in some of the larger settlements in determining the order of survey work. The SHLAA sites database includes these as site categories for ease of sorting numerous sites electronically. This approach does not and should not exclude sites from survey and nor is it intended to steer decisions to be taken on land allocations in DPDs, rather it helps prioritise the order in which survey work occurs. National practice guidance recommends a street by street survey.

### **8.0 Stage 5: Carrying out the survey**

8.1 It is essential that all staff undertaking site and area surveys work to a common format. The national practice guidance states that, while undertaking a site visit the following characteristics should be recorded, or checked if they were previously identified by the desktop review:

- site size;
- site boundaries;
- current use(s);
- surrounding land uses(s);
- character of surrounding area;
- physical constraints, e.g. access, steep slopes, potential for flooding, natural features of significance and location of pylons;
- development progress, e.g. ground works completed, number of homes started and number of homes completed; and
- initial assessment of whether the site is suitable for housing or housing as part of a mixed-use development.

### **9.0 Stage 6: Estimating housing potential of each site**

9.1 National practice guidance sets out the importance of site yield in relation to economic viability. The estimation of housing potential should be guided by existing or emerging plan policy approach to housing densities. The emerging RSS recognises the need for a mix of densities with an average of 30 to 50 dwellings per hectare at local authority level and justification where lower densities are appropriate. PPS3 similarly maintains the 30 dwelling per hectare approach unless there is evidence to suggest otherwise. Partnerships may wish to establish density ranges that they will apply. The partnership will therefore need to set out and justify what these ranges are

and the circumstances in which they will be applied. If there is no such system or any doubt about a site, the assumption should be 30 dwellings per hectare as set out in PPS3. The potential housing yield on each identified site will depend on the following factors:

- The gross site area, (area of the site polygon by the GIS),
- The likely net developable area,
- How sites perform in accessibility terms,
- Nature of housing proposed (eg high rise flats will accommodate more).

**Identified site area threshold (from stages 2 and 4)**

9.2 As stages 2 and 4 note, it may be impractical to identify potential yield for all sites with opportunities for small scale additional housing development like subdivision of larger houses or infill on gardens. National practice guidance allows flexibility to identify all small sites where appropriate or to make justified judgements for broad areas. The SHLAA sites database is designed to distinguish between sites and broad areas. Partnerships should agree the level at which any such assumption is applied eg number of dwellings or site size, and set out the justification for this.

**Proximity of existing services and provision of new services**

9.3 The SHLAA sites database includes measures of proximity to existing services and facilities. This helps understanding of the proximity of the site to a range of general services and facilities (see appendix 3). This will help understand whether new local services need to be provided as part of the development of a site. This will have an impact on the net developable area of a site (see paragraphs 9.4 onwards).

**Likely net developable area**

9.4 On small sites, the whole of the site will usually be available for house building, subject to general spacing and basic amenity requirements. On larger sites a part of the area will normally need to be set aside to accommodate access roads and amenity open space. On very large sites it may be necessary to allow for other uses such as community facilities and neighbourhood centres. The proximity of existing and/or planned services and facilities will form an important consideration in this regard, particularly on larger sites. If existing or planned services and facilities will be available off-site very close-by, this may increase the net developable area because fewer services and facilities are required on site. Table 2 provides an indicative guide for the likely net developable area ranges in relation to site area thresholds based on *‘Tapping the Potential’* (1999). Although *‘Tapping the Potential’* has now been superseded these ranges still offer a useful indication of net developable areas. These may differ dependent on the proximity of existing/planned services and facilities or the extent of new ones that may be needed on-site. This will be a judgement for the partnership.

Table 2: Indicative net developable area multiplier

Gross site area (ha)	Percentage net
Less than 0.4 ha	100%
0.4 to 2 ha	75-90%
Over 2 ha	50-75 %

### **Estimating site yields**

- 9.5 There are two approaches to estimating yields from identified sites:
- density multipliers – using standard densities (including ranges) and multiplying them with the net developable area of each site to obtain yields; and
  - design based approaches – designing layouts on a varying sample of the sites and applying the results to the remaining sites.

### **Density multipliers – the recommended approach**

- 9.6 Although a design-led approach would be ideal this is not always realistic given the available time and resources. It is possible that in future reviews of SHLAA a design approach may become more appropriate and realistic in resource terms. This regional implementation guide recommends use of density multipliers in table 2 above, with consideration of the bullets in paragraph 9.1 and the other issues identified in paragraphs 9.4 and 9.5).

### **Estimate of site yield**

- 9.7 The internal (local authority) workshop should consider the density ranges agreed by the partnership, the net developable area and other considerations, noted above, to derive a potential yield for the site. This is known as the **initial estimate** of yield for each site/broad area. This **initial estimate** is referred to in the SHLAA sites database as 'LA yield estimate'. The participants of the external (developer/agent/owner) workshop also give their views on the indicative yield. This is recorded in the SHLAA site database as 'workshop yield estimate'. If the local authority workshop has completed in time it may be helpful to share its conclusions with the external workshop.
- 9.8 The partnership will need to consider both of these views and come to a conclusion on estimated yield. These conclusions will take the following factors into account, including:
- known physical constraints that may determine whether the site is likely to be costly to develop;
  - the mix of housing identified as necessary by Strategic Housing Market Assessment (SHMA) work; and
  - the commercial view of yield.
- 9.9 The partnership's conclusion may result in a **revised estimate** of yield for each site. This is referred to in the SHLAA sites database as the 'revised yield estimate'.

## **10.0 Stage 7: Assessing when and whether sites are likely to be developed**

- 10.1 National practice guidance and PPS3 require the SHLAA to assess whether a site is suitable, available or achievable. This will inform the plan making process about whether a site is deliverable, developable or not currently developable for housing. National practice guidance requires this assessment to be made irrespective of the level of housing that is actually

needed over the plan period. This is because SHLAA should identify how much potential there is overall. The SHLAA site database will be used to reveal the total housing potential that is considered:

- **‘Deliverable’** – a site is available now (time of survey), offers a suitable location for housing development now and there is a reasonable prospect that housing will be delivered on the site within five years from the date of adoption of the plan;
- **‘Developable’** – a site should be in a suitable location for housing development, and there should be a reasonable prospect that it will be available for and could be developed at a specific point in time; and
- **‘Not currently developable’** – where it is unknown when a site could be developed.

10.2 In assessing the potential ‘developability’ and ‘deliverability’ of sites PPS3 and the national practice guidance both require suitability, availability and achievability of a site to be assessed.

### **Determining the suitability, availability and achievability**

10.3 The national practice guidance demonstrates that there must be some consideration of both policy and practical issues to help understand how suitable, achievable and available a site is. This regional implementation guide sets out a series of individual categories in the SHLAA sites database (appendix 3). The national practice guidance details how these considerations should be made as set out below.

### **Suitability**

10.4 PPS3 and national practice guidance consider a site as ‘suitable’ for housing development if it offers a suitable location for development and would contribute to the creation of sustainable, mixed, communities. Sites allocated in existing plans for housing or with planning permission may be suitable, though it may be necessary to assess whether circumstances have changed to alter their suitability.

10.5 As the SHLAA will be a material consideration in the determination of planning applications, policy should be taken into account in the assessment of suitability. This is set out in the national practice guidance paragraph 38 which states that “*policy restrictions – such as designations, protected areas and existing planning policy should be considered to assess a site’s suitability for housing, now or in the future*”. This does not mean that an identified policy constraint is necessarily a permanent constraint. The national practice guidance also states “*the scope of the Assessment should not be narrowed down by existing policies designed to constrain development, so that the local planning authority is in the best possible position when it comes to decide its strategy for delivering its housing objectives.*” The SHLAA is not a static process and will be updated annually. If policy constraints need to be amended in order for the local planning authority to deliver its housing objectives, then this requirement will be demonstrated by the evidence in the SHLAA which will acknowledge those policy constraints. It would then be for the process of producing the relevant development plan documents to consider amending those constraints.

- 10.6 The assessment of suitability set out in national practice guidance requires consideration of the following:
- **Policy restrictions** – such as designations, protected areas, existing planning policy and corporate, or community strategy policy. This is one of the only places where national practice guidance requires consideration of policy issues. Some of these considerations will be covered by categories 1 and 2 outlined above in Stage 2 of this regional implementation guide. Sites which are in locations not covered by the RSS and LDF sequential approach and outside of settlement development boundaries will generally be unsuitable. Other considerations will include the proximity to jobs, services and facilities, also covered by the SHLAA sites database (appendix 3). The DPD stage will determine which of the suitable sites are the most suitable.
  - **Physical problems or limitations** – such as access, infrastructure, ground conditions, flood risk, hazardous risks, pollution or contamination. Some of these considerations are covered by categories 1 and 2 outlined in stage 2 of this regional implementation guide. The infrastructure capacity, topography, contamination and bad neighbour categories in the SHLAA sites database will contribute to this consideration.
  - **Potential impacts** – including effect upon landscape features and conservation. Some of these considerations are covered by categories 1 and 2 outlined in stage 2 of this regional implementation guide and SHLAA sites database particularly those relating to heritage, ecology/geology, conservation and landscape.
  - **The environmental conditions** – which would be experienced by prospective residents. This regional implementation guide recognises that this is a wide ranging category which covers aspects of the previous three categories but from the perspective of the future inhabitants. Therefore contamination, pollution, flood risk, bad neighbours, infrastructure capacity and the proximity of services and facilities are significant issues. Particular consideration should therefore be given to how these things, and others, would relate to the inhabitants' quality of life and their ability to live more sustainable lives.

### **Availability**

- 10.7 National practice guidance determines that a site is considered to be available for development when, on the best information available, there is confidence that there are no legal or ownership problems such as multiple ownerships, ransom strips, tenancies or operational requirements of land owners. This means that it is controlled by a housing developer who has expressed an intention to develop, or a land owner who has expressed an intention to sell or develop. Planning permission does not always mean that the site is available, and the SHLAA analysis will need to consider this.
- 10.8 The SHLAA sites database contains information about present planning status, ownership and developer/owner interests. These criteria will

contribute to understanding whether the site is available. This will be supplemented by the internal and external workshops. Where this is a local authority owned site there will need to be a resolution to dispose of the site or an intention for one. Where it is owned by national government the site will need to have been put forward for disposal on the register of surplus public sector land. The SHLAA sites database contains categories for each of these.

### **Achievability**

- 10.9 A site is considered to be achievable for development where there is a reasonable prospect that housing will be developed on the site at a particular point in time. It will be affected by:
- **market factors** – such as adjacent uses, economic viability of existing, proposed and alternative uses in terms of land values, attractiveness of the locality, level of potential market demand and projected rate of sales (particularly important for larger sites).
  - **cost factors** – including site preparation costs relating to any physical constraints, any exceptional works necessary, relevant planning standards or obligations, prospect of funding or investment to address identified constraints or assist development; and
  - **delivery factors** – including the developer's own phasing, the realistic build-out rates on larger sites (including likely earliest and latest start and completion dates), whether there is a single developer or several developers offering different housing products, and the size and capacity of the developer.
- 10.10 Many of the achievability factors relate to commercial judgements that will be informed by the workshops, particularly the external stakeholder workshop. Many of the categories in the database will have a direct relationship with viability as they will affect both the time and extent of physical works required on a site. These include some of those in categories 1 and 2 such as flood risk and HSE zones. They also include the capacity of local infrastructure and amenities, proximity to services and facilities, topography, contamination and bad neighbours. Many of these factors will directly relate to build times and site activity. Others, covered by 'suitability', will relate to the experience of the potential inhabitants ie the customer. Some of the SHLAA sites database criteria will assist in these judgements but the commercial view will also be an essential consideration.
- 10.11 National practice guidance states that a number of residual valuation models are available to help determine whether housing is economically viable prospect for a particular site. In theory, new housing will only be built where the residual value for housing exceeds the value of the site remaining in its existing use. However, whilst a more technical approach may be ideal it is considered unrealistic that the time and resources will be available to undertake this in-depth analysis in the immediate term.

### **Stakeholder Workshops**

- 10.12 There will be two stakeholder workshops:
- Internal workshop: local authority officers from the requisite service departments will consider suitability, achievability and availability. They will also come to a view of an initial yield estimate
  - External workshops: external stakeholders, including developers, agents, registered social land lords (RSLs) and other interested parties; will consider suitability, achievability and availability. They will also come to a view of an initial yield estimate.

The partnership will come to its conclusion based on the views of both workshops.

- 10.13 Workshops are considered the best format to involve all stakeholders, all sites and to achieve consensus. The partnership should have completed all its survey work before commencing either of the workshops. The external workshop should be arranged to maximise the availability of stakeholders. This may be on a local authority basis or on a sub-regional basis. The internal local authority workshops will need to be carried out on a local authority basis. The workshops should aim to last no more than one day but may need to be longer if there are a large number of sites. However, concentrating all efforts into one major workshop will offer the most effective use of time and resources and give the exercise the profile and presence it requires.
- 10.14 The workshops will need to be well advertised in advance, preferably at the project inception stage and have confirmed attendees early on. Attendees will need to have received all relevant information in advance. Regional representatives for the Homebuilders Federation, National Association of Estate Agents, Royal Institute of Chartered Surveyors and the National Housing Federation will all have a key role in informing their members and raising the profile of the workshops. This process may also need to include non-local authority public sector organisations such as English Partnerships.
- 10.15 The workshops will need to come to one view to inform the partnership. The workshop should take a very simple format involving a projector to show a map of each site and relevant details including completed site survey sheets. The maps and list of sites will have been circulated to the attendees prior to the event. The attendees will be asked to complete a short questionnaire for each site (appendix 4) and express a group view of:
- suitability;
  - availability;
  - achievability; and
  - estimate of site yield.
- 10.16 The external workshop may be asked to consider the local authority view of each site to see if they agree and specify their view where they do not agree.

- 10.17 The partnership will come to a conclusion for each site following both workshops. The partnership will use its conclusion to determine whether each site is deliverable, developable or not developable. In doing so the partnership will need consider whether some of the identified constraints can be overcome.

**Overcoming constraints**

- 10.18 Where constraints have been identified the assessment will consider whether actions would be appropriate to remove them and if so what actions. This may include the need for additional investment in infrastructure, environmental improvement, dealing with fragmented ownership or amending planning policy which is constraining housing development. In this context the investment may be seen as a benefit rather than a cost, as it may be an essential part of upgrading and revitalising an area. SHLAA seeks to present the evidence that will assist in taking such decisions during the plan preparation process. These considerations can be recorded in the SHLAA sites database. This will allow policy makers to consider where an apparent constraint could be resolved by investment/provision aimed at mitigating that constraint.

**11.0 Stage 8: Reviewing the assessment**

- 11.1 Once both the initial survey of sites and assessment of their deliverability/developability have been completed national practice guidance requires partnerships to:
- use the housing potential of all sites to produce an indicative housing trajectory. This should illustrate how much housing can be provided and when. This regional implementation guidance also advocates settlement/broad area level trajectories as well. These will indicate where sites are located that are expected to come forward earlier or later, which may help give a spatial impression of present market emphasis, which can be analysed with policy objectives and needs; and
  - assess the overall risk of whether sites will come forward as anticipated. This will be particularly important for outstanding planning permissions because some are speculative, and will involve contacting the applicant to understand likely time horizons.
- 11.2 The level of housing potential being sufficient will depend on whether the assessment is part of a plan review or an annual review to top-up the five year supply. Where it is part of a plan review there needs to be sufficient land for at least 10 years and preferably 15 years supply. If the level of housing yield is insufficient it may be necessary to revisit some of the potential yield identified on certain sites. If, following this exercise, there are insufficient sites then national practice guidance requires the partnership to investigate how this shortfall could best be planned for. National practice guidance sets out two options:
- identify broad locations for future housing growth, within and outside of settlements (Stage 9); and/or
  - the use of a windfall allowance (Stage 10).

- 11.3 Partnerships and ultimately local planning authorities will need to use the SHLAA process to consider broad locations within and outside of settlements. Planning decisions about windfall sites, ie those not identified in the SHLAA will need to reflect policy objectives. Assumptions may need to be made in the SHLAA to reflect windfalls. Any information option(s) should be included and justified during the next review of the SHLAA.
- 11.4 In accordance with national practice guidance, the Assessment will be kept up-to-date on an annual basis as part of the Annual Monitoring Report. The database will allow for sites identified in previous reviews to be monitored as they progress through the planning system. The following information will also be recorded:
- the development status of identified sites e.g. have planning applications been submitted; and,
  - the progress which has been made on removing constraints to development.

## **12.0 Stage 9: Identifying and assessing the housing potential of broad locations (when necessary)**

- 12.1 The national practice guidance states that broad locations are areas where housing development is considered feasible and will be encouraged, but where specific sites cannot yet be identified. Throughout this regional implementation guide these have been referred to as broad locations. These will provide a degree of certainty and offer a positive and proactive approach to housing growth rather than reactive. Partnerships and local authorities will need to be prepared to consider sites that are within and adjoining settlements (effectively small extensions), and sites outside of settlements (major urban extensions, growth points, new free standing settlements including eco-towns). National practice guidance is clear that the need to explore these will usually be signalled by the RSS.
- 12.2 National practice guidance is also clear that in exploring such areas it may be necessary to establish criteria. These criteria may involve consideration of where infrastructure capacity exists/is planned or to avoid coalescence of settlements. The SHLAA sites database has been designed to collect and hold much of the information that may be required. National practice guidance also requires consideration of potential housing supply for broad locations. This should have regard to:
- evidence underpinning the RSS;
  - nature and scale of potential opportunities in the broad area; and
  - market conditions.
- 12.3 The SHLAA approach outlined in this regional implementation guide of desktop work, site visits and stakeholder workshops, will offer a useful process to gather further evidence and views. For estimating the housing potential of sites outside of settlements, national guidance recommends a different approach to the density multipliers (table 2 above) used on most sites. It recommends the identification of an existing neighbourhood/ settlement that works well and calculating its net residential density. Clearly

this will be less than for housing development alone because it will include schools, roads, shops and town centres etc. This approach should be used for such major urban extensions.

### **13.0 Stage 10: Determining the housing potential of windfall (where justified)**

- 13.1 PPS3 states that a windfall allowance should only be included in DPDs if there are genuine local circumstances to necessitate its inclusion. This means DPDs allocating all of the land required to meet their five year land supply. Windfall is now considered to be land which has not been previously identified in a SHLAA but which comes forward unexpectedly. The constant review of SHLAA should minimise this. The rationale behind the discouragement of reliance upon windfall is the need for as great a degree of certainty as possible in relation to housing delivery.
- 13.2 In making some judgement about (unexpected) windfall for broad areas, there will be a need to consider recent rates and estimate whether this is likely to remain the same or change and how current market conditions will affect this. The windfall assumption will also need to consider how intensive and comprehensive the original SHLAA work has been. If it has been very comprehensive and intensive unexpected windfall is likely to be much more limited.

### **14:0 Final assessment report**

- 14.1 The final assessment report will deliver a map and accompanying details of all sites in the SHLAA site database. It would need to be set out to include the following outputs:
- A list of sites considered deliverable;
  - A list of sites considered developable;
  - A list of sites considered not currently developable;
  - A trajectory (graphs and tables) of when sites are expected to come forwards in the next:
    - Five years
    - Six to ten years
    - Eleven to fifteen years
    - Beyond fifteen years
  - A list of sites that were sieved out (eg categories 1 and 2, suitability, achievability, availability, contamination, topography or other factors that would prevent or constrain the delivery of housing development) with the justification;
  - A list of sites with identified constraints and identified approaches to overcome these.

## Appendix 1

### The partnership approach

Process	Partners	Aim	How
<b>Project planning the SHLAA</b>	Partnership and steering group	Agree reporting framework and operating procedures	Meetings and liaison with local authority SHLAA team
		Agree timetable for key milestones	
	External stakeholders	Comment on and feed into reporting framework, operation procedures and timetable	Consultation and meetings
<b>Identifying sources of capacity</b>	Steering group and local authority SHLAA team	Audit existing data	Desktop study
		Invite candidate sites	Formal public consultation
	External stakeholders	Submit candidate sites	Response to consultation using blank map bases from web-site consultation
	Steering group and local authority SHLAA team	Collate data	SHLAA sites database
Verify data and identify other sites/broad areas		Site visits and on ground survey	
<b>Determining 'suitability', 'availability' 'achievability' and estimate site yield</b>	Local authority teams with responsibility for: -development management, -regeneration, -land/property, -contaminated land -highways -conservation -public open space -others	Comment on the anticipated yield and the suitability, availability and achievability of identified sites.	Internal workshop
	-developers, -RSLs, -Estate Agents, -Other parties	Comment on the anticipated yield and the suitability, availability and achievability of identified sites.	External workshop
<b>Determining 'deliverability' and 'developability'</b>		To conclude on the anticipated yield and the deliverability/developability of identified sites.	Decision

## Appendix 2

### Indicative timescale for activities for local authorities and partnerships

<b>February/ March 2008</b>	<ul style="list-style-type: none"> <li>-Establish partnerships (Stage 1)</li> <li>-Define partnership structures and management systems (stage 1)</li> <li>-Plan project and identify key timescales (Stage 1)</li> <li>-Identify sites from defined sources (Stage 2, 3 and 4)</li> <li>-Invite submission of candidate sites (Stage 2, 3 and 4)</li> <li>-Commence desktop study of sites (Stage 3)</li> </ul>
<b>April/May/ June 2008</b>	<ul style="list-style-type: none"> <li>-Complete desktop exercise (including submitted candidate sites) (Stage 3)</li> <li>-Sieve out sites to produce final list for assessment (Stages 3 and 4)</li> <li>-Undertake site visits and on ground survey (Stage 5)</li> </ul>
<b>June/July 2008</b>	<ul style="list-style-type: none"> <li>-Internal and external workshops (Stages 6 and 7)</li> <li>-Partnerships assess developability and deliverability (Stages 6 and 7)</li> </ul>
<b>August 2008</b>	<ul style="list-style-type: none"> <li>-Tie up loose ends</li> <li>-Identify further land if necessary (Stages 8, 9 and 10)</li> <li>-Publish SHLAA findings</li> </ul>
<b>September 2008</b>	<ul style="list-style-type: none"> <li>-Publish lessons learned and responses</li> <li>-Region evaluates successes of approach and improvements that could be made</li> <li>-Make improvements</li> </ul>
<b>October 2008</b>	<ul style="list-style-type: none"> <li>-Plan SHLAA review incorporating and procedural improvements</li> </ul>
<b>October/ November 2008</b>	<ul style="list-style-type: none"> <li>-Identify any new sources of land</li> <li>-Invite submission of further candidate sites not provided last time</li> </ul>
<b>December 2008/ April 2009</b>	<ul style="list-style-type: none"> <li>-Desktop study (update information on existing sites including those previously sieved out)</li> <li>-Reconsider all sites including those previously sieved and repeat the sieving exercise (policy changes may mean some sites are no longer constrained or vice versa)</li> <li>-Site visits and on ground survey</li> </ul>
<b>April 2009</b>	<ul style="list-style-type: none"> <li>-Internal and external workshops</li> <li>-Partnership assesses developability and deliverability</li> </ul>
<b>May 2009</b>	<ul style="list-style-type: none"> <li>-Publish SHLAA findings</li> </ul>

Appendix 3

SHLAA sites database (march 2008)

The screenshot displays a complex web-based data entry form for the SHLAA sites database. The form is organized into several numbered sections:

- 1. SITE DETAILS:** Includes fields for Site Name, Site or broad area?, Easting, Northing, Address, Post Code, Settlement, MSOA, Authority, Site area (ha), Present use, Bad neighbour?, PDL/greenfield?, and Neighbouring uses.
- 2. SITE CATEGORISATION:** Features dropdown menus for Sequentiality and Locational Tier.
- 3. DESIGNATIONS AND CONSTRAINTS:** Divided into 'Category 1: Zero potential designations' (listing SPA, SAC, Ramsar, SSSI, NNR, etc.) and 'Category 2: Other designations' (listing Car Park, PPS25 flood zones, etc.).
- 4. PLANNING HISTORY:** Contains fields for Present planning status, Land use of above status, Application No, Date permitted, Date completed, Under construction, and Planning status details.
- 5. OWNERSHIP:** Includes Ownership, and checkboxes for council disposal notice, surplus public sector land register, and registered developer interest.
- 6. Can utility capacity support housing:** Features dropdown menus for Sewerage, Water, Electricity, and Gas.
- 7. Can infrastructure capacity support housing:** Includes dropdowns for Highways capacity, Highways access, Primary school, Secondary school, and Infrastructure/Utilities constraints.
- 8. SERVICES PROXIMITY - nearest...:** A vertical list of service types (Primary school, Secondary school, Local shops, etc.) with dropdown menus for selection.
- 9. HOUSING YIELD AND DEVELOPABILITY/DELIVERABILITY:** Includes fields for Developable area (ha), LA yield estimate, Workshop yield estimate, Revised yield estimate, and checkboxes for suitability and availability.

At the bottom of the form, there is a record navigation bar showing 'Record: 5 of 5'.

Specific Categories from the SHLAA sites database

**Categorisation**

Where is the site in the RSS sequential approach?

- Suitable previously developed land and buildings within urban areas, particularly around public transport nodes
- Other suitable locations within urban areas not identified as land to be protected for nature or heritage conservation or recreation purposes
- Suitable sites adjoining urban areas, that involve the use of previously developed land and buildings
- Suitable sites outside urban areas, particularly those that involve the use of previously developed land and buildings
- None of the above

Where is the site in the RSS locational strategy?

- Conurbation or main settlement (RSS definition)
- Rural service centre/regeneration town (RSS definition)
- Secondary tier settlement (LDF definition)
- Tertiary tier settlement (LDF definition)
- Other settlement (LDF definition)
- Countryside

**Topography and contamination**

Which of the following impacts would the site topography have?

- Prevents development
- Constrains development
- Mitigation allows development
- No obstacle to development

Which of the following impacts would any site contamination have?

- Prevents development
- Constrains development
- Mitigation allows development
- No obstacle to development

**Utilities capacity**

What would be the impact of the present:

1. Drainage/sewerage capacity; 2. Water supply; 3. Electricity supply; 4. Gas supply?

- Prevents development
- Constrains development
- Mitigation allows development
- No obstacle to development

**Infrastructure capacity**

What would be the impact of the present:

1. Highways capacity; 2. Highways access; 3. Secondary schools capacity; 4. Primary school capacity?

- Prevents development
- Constrains development
- Mitigation allows development
- No obstacle to development

**Proximity of services**

What is the distance of the site from the nearest:

1. Primary school; 2. Secondary school; 3. Local shops; 4. Defined town/district centre; 5. Library; 6. Cash machine (ATM); 7. Super market; 8. Employment site; 9. Bus station; 10. Metro/train station; 11. GP; 12. Dentist; 13. Trunk road network?

- Less than 500m
- 500m to 750m
- 750m to 1km
- Greater than 1km

### Appendix 4: Internal and external workshops questionnaire

- Local authority internal workshop will agree its views
- External stakeholder workshop will agree its views and whether it agree with the local authority workshop conclusions.
- The partnership will consider both views and come to a decision for each site.

<b>Database site reference:</b>				
<b>Site name:</b>				
<b>12 Figure grid reference:</b>				
<b>Map of site</b>		<b>Key issues from site</b>		
<b>Questions about the site</b>	<b>Tick as appropriate</b>	<b>Local Authority internal workshop</b>	<b>External stakeholder workshop</b>	<b>Partnership conclusion</b>
<b>Is it available?</b>	Yes			
	No			
<b>Is it suitable?</b>	Yes			
	No			
<b>Is it achievable?</b>	Next 5 years			
	Years 6 to 10			
	Years 11 to 15			
	16 plus years			
<b>Estimate of site yield</b>	Enter an estimate of dwellings			

**Suitable:** a site must offer a suitable location for development and would contribute to the creation of sustainable, mixed, communities. This requires consideration of policy restrictions; physical problems or limitations; potential impacts and environmental conditions.

**Available:** a site is considered to be available for development when, on the best information available, there is confidence that there are no legal or ownership problems such as multiple ownerships, ransom strips, tenancies or operational requirements of land owners. This means that it is controlled by a housing developer who has expressed an intention to develop or a land owner who has expressed an intention to sell or develop. Planning permission does not always mean that the site is available, and the SHLAA analysis will need to consider this.

**Achievable:** a site is considered to be achievable for development where there is a reasonable prospect that housing will be developed on the site at a particular point in time. This involves consideration of market factors, cost factors and delivery factors.

## Appendix 5

### Useful web links

**National Association of Estate Agents**

<http://www.naea.co.uk/>

**Royal Institute of Chartered Surveyors**

<http://www.rics.org/>

**National Housing Federation**

<http://www.housing.org.uk/>

**Homebuilders Federation**

<http://www.hbf.co.uk/>

**National Land Use Database**

<http://www.nlud.org.uk/>

**Ordnance Survey**

<http://www.ordnancesurvey.co.uk>

**National Surplus Public Sector Land Database**

<http://www.englishpartnerships.co.uk/rspsl.htm> - Scroll down to find links to the most recent version

**Planning Advisory Service**

<http://www.pas.gov.uk/pas/core/page.do?pagelid=1>

PAS Advice on SHLAA and DPD Preparation: <http://www.pas.gov.uk/pas/aio/54316>

**Planning Inspectorate**

<http://www.planning-inspectorate.gov.uk/pins/index.htm>

**Department for communities and local government**

[www.communities.gov.uk](http://www.communities.gov.uk)

SHLAA Guidance:

<http://www.communities.gov.uk/publications/planningandbuilding/landavailabilityassessment>

PPS3: <http://www.communities.gov.uk/publications/planningandbuilding/pps3housing>

