

Borough Council of King's and West Norfolk

Local Plan Review (2016 – 2036):

Call for Sites and Policy Suggestions

Date 2016 – Date 2016

Guidance Note and Submission Form

Borough Council of
**King's Lynn &
West Norfolk**



Borough Council of King's Lynn & West Norfolk Call for Sites and Policy Suggestions Guidance Notes

Introduction

These guidance notes provide general guidance that all respondents should be aware of.

All respondents are encouraged to read the guidance notes before submitting a completed form. If you have any questions relating to this consultation, then please contact the Planning Policy team on 01553 xxxxxx or email xxxxxx

General Guidance

Type of Sites that should be submitted to the Call for Sites

Interested parties are invited to promote sites within the area of King's Lynn and West Norfolk Borough, for future development or other land uses, including:

- Housing (including Gypsy and Travellers sites)
- Employment
- Retail
- Leisure
- Community uses
- Art, culture and tourism
- Mixed use development.

In terms of site size the Borough Council of King's Lynn & West Norfolk are inviting submissions on:

- Greenfield sites that are capable of delivering 5 or more homes or which are more than 0.25ha in size;
- Previously Developed Land, or brownfield sites, capable of accommodating development at any scale.

Please note that the starting point for the review assumes that all sites identified for development in a current plan remain appropriate and will not need to be replaced in the Local Plan Review. Sites identified for a specific land use in current plans do not need to be promoted again through this process, unless a change of use is sought.

In all instances sites should only be submitted where the promoter will be able to clearly demonstrate that the site can be delivered for its proposed use before 2036.

Please be aware that there is no guarantee that a submitted site will be allocated for the suggested use.

Submission Form

All respondents promoting a new site for development should complete the Submission Form. The form should be completed as thoroughly and precisely as possible to enable an accurate assessment of the site to be made. A map that clearly identifies the boundaries of the proposed site should also be provided on an OS base and at a scale of no less than 1:2,500.

Please note that if you are promoting more than one site then a separate form should be completed for each site. If you jointly submitting a site, please endeavour to submit such a site only once, with all promoters' names included (to avoid any confusion about the same site being submitted twice by different people).

Submitting your Form

Forms should be completed and submitted by email to **EMAIL**.

Completed hard copy forms can also be sent to:

Planning Policy Team
Borough Council of King's Lynn & West Norfolk
King's Court,
Chapel Street,
King's Lynn,
PE30 1EX.

All submissions should be made on or before **5pm on DATE**.

Please note that anonymous submissions cannot be accepted as key details will need to be verified before a site can be allocated.

How will we use information submitted?

The information provided on the Submission Form will be used as the basis for an assessment of whether the site should be allocated for the proposed use. All allocated sites will need to be in a suitable location, available for the proposed land uses or developments and have a realistic prospect that the land uses or developments proposed can be delivered in an appropriate timescale. Unless there are very strong reasons to do so, a site would not be allocated on which the land uses or developments proposed could not be completed entirely by 2036.

Once the consultation is closed the Borough Council of King's Lynn & West Norfolk will undertake an initial assessment of the sites. This assessment will take a number of months to complete. If further information is required during this assessment we will contact you directly. A prompt response to any such request will be necessary to ensure your site can be properly considered. A site may not be able to be taken forward as an allocation if significant gaps in information exist.

Please note that the contents of the Submission Form will be made available for public scrutiny. By submitting a response form to the Council you are acknowledging that details contained in the form will be published in the public domain.

Respondents should avoid including any individual personal data, such as private addresses, contact details and signatures, except where necessary to complete the site submission form.

Commercially Sensitive or Other Confidential Information

The presumption will be that all information submitted on the form can be published for the purposes of transparency and public scrutiny.

If you intend to supply any information you consider to be commercially sensitive, or that is otherwise confidential, to help demonstrate that your site is available, suitable or that it can be developed as proposed then you are encouraged to contact us in advance to determine whether, and if so, how such information could be kept confidential.

For the avoidance of doubt or confusion, any commercially sensitive, or otherwise confidential, information included in a site submission form should be clearly marked as such.

**Borough Council of King's Lynn & West Norfolk Call for Sites and Policy
Suggestion Submission Form**

FOR OFFICIAL USE ONLY	
Response Number:	
Date Received:	
Site Ref Number:	

1. Contact Details

Title	
First Name	
Last Name	
Job Title (where relevant)	
Organisation (where relevant)	
Address	
Post Code	
Telephone Number	
Email Address	

1a. I am...

Owner of the site	Parish/Town Council
Developer	Community Group
Land Agent	Local Resident
Planning Consultant	Registered Social Landlord
Other (please specify):	

1b. Client/Landowner Details (if different from question 1a)

Title	
First Name	
Last Name	
Job Title (where relevant)	
Organisation (where relevant)	
Address	
Post Code	
Telephone Number	
Email Address	

2. Policy Suggestions

Please use this space for any general policy comments or suggestions

3. Site Details

Site location / address and post code (please include as an attachment to this response form a location plan of the site on an scaled OS base with the boundaries of the site clearly shown)	
Grid reference (if known)	
Site area (hectares)	

4. Site Ownership

4a. I (or my client)....

Is the sole owner of the site	Is a part owner of the site	Do/Does not own (or hold any legal interest in) the site whatsoever

4b. Please provide the name, address and contact details of the site's landowner(s) and attach copies of all relevant title plans and deeds (if available).

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4c. If the site is in multiple landownerships do all landowners support your proposal for the site?

Yes

No

4d. If you answered no to the above question please provide details of why not all of the sites owners support your proposals for the site.

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5. Current and Historic Land Uses

5a. Current Land Use (Please describe the site's current land use e.g. agriculture, employment, unused/vacant etc.)

5b. Has the site been previously developed?

The definition of Previously Developed Land is provided by the National Planning Policy Framework's (NPPF). This can be found in annex 2 of the framework, link below:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf

Yes

No

5c. Describe any previous uses of the site. (please provide details of any relevant historic planning applications, including application numbers if known)

6. Proposed Future Uses

6a. Please provide a short description of the development or land use you proposed (if you are proposing a site to be designated as local green space please go directly to question 6)

6b. Which of the following use or uses are you proposing?

Market Housing	Business & offices	Recreation & Leisure
Affordable Housing	General industrial	Community Use
Residential Care Home	Storage & distribution	Public Open Space
Gypsy & Traveller Pitches	Tourism	Other (Please Specify)
Custom and/or Self Build	Starter Homes	

6c. Please provide further details of your proposal, including details on number of houses and proposed floorspace of commercial buildings etc.

6d. Please describe any benefits to the Local Area that the development of the site could provide.

7. Local Green Space

If you are proposing a site to be designated as Local Green Space please complete question section 7. These questions do not need to be completed if you are not proposing a site as Local Green Space.

A Local Green Space designation is a way to provide special protection against development for green areas of particular importance to local communities. This type of designation can, however, only be used:

- Where the green space is in reasonably close proximity to the community it serves;
- Where the green area is demonstrably special to a local community and holds a particular local significance, e.g. because of its beauty, historic significance, recreational value, tranquillity or richness in wildlife; and,
- Where the green area concerned is local in character and not an extensive tract of land.

Further information on Local Green Space Designations can be found via the link below:

<http://planningguidance.communities.gov.uk/blog/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space/local-green-space-designation/>

7a. Which community would the site serve and how would the designation of the site benefit that community.

7b. Please describe why you consider the site to be of particular local significance e.g. recreational value, tranquillity or richness in wildlife.

8. Site Features and Constraints

Are there any features of the site or limitations that may constrain development on this site (please give details)?

8a. Site Access: Is there a current means of access to the site from the public highway, does this access need to be improved before development can take place and are there any public rights of way that cross or adjoin the site?

8b. Topography: Are there any slopes or significant changes of in levels that could affect the development of the site?

8c. Ground Conditions: Are ground conditions on the site stable? Are there potential ground contamination issues?

8d. Flood Risk: Is the site liable to river, ground water or surface water flooding and if so what is the nature, source and frequency of the flooding?

8e. Legal Issues: Is there land in third party ownership, or access rights, which must be acquired to develop the site, do any restrictive covenants exist, are there any existing tenancies?

8f. Environmental Issues: Is the site located next to a watercourse or mature woodland, are there any significant trees or hedgerows crossing or bordering the site are there any known features of ecological or geological importance on or adjacent to the site?

8g. Heritage Issues: Are there any listed buildings, Conservation Areas, Historic Parklands or Schedules Monuments on the site or nearby? If so, how might the site's development affect them?

8h. Neighbouring Uses: What are the neighbouring uses and will either the proposed use or neighbouring uses have any implications?

8i. Existing uses and Buildings: are there any existing buildings or uses that need to be relocated before the site can be developed.

8j. Other: (please specify):

9. Utilities

9a. Which of the following are likely to be readily available to service the site and enable its development? Please provide details where possible.

	Yes	No	Unsure
Mains water supply			
Mains sewerage			
Electricity supply			
Gas supply			
Public highway			
Broadband internet			
Other (please specify):			

9b. Please provide any further information on the utilities available on the site:

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10. Availability

10a. Please indicate when the site could be made available for the land use or development proposed.

Immediately	
1 to 5 years (by April 2021)	
5 - 10 years (between April 2021 and 2026)	
10 – 15 years (between April 2026 and 2031)	
15 - 20 years (between April 2031 and 2036)	

10b. Please give reasons for the answer given above.

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11. Market Interest

11. Please choose the most appropriate category below to indicate what level of market interest there is/has been in the site. Please include relevant dates in the comments section.

	Yes	Comments
Site is owned by a developer/promoter		
Site is under option to a developer/promoter		
Enquiries received		
Site is being marketed		
None		
Not known		

12. Delivery

12a. Please indicate when you anticipate the proposed development could be begun.

Up to 5 years (by April 2021)	
5 - 10 years (between April 2021 and 2026)	
10 – 15 years (between April 2026 and 2031)	
15 - 20 years (between April 2031 and 2036)	

12b. Once started, how many years do you think it would take to complete the proposed development (if known)?

13. Viability			
13a. You acknowledge that there are likely to be policy requirements and maybe Community Infrastructure Levy (CIL) costs to be met which will be in addition to the other development costs of the site (depending on the type and scale of land use proposed). These requirements are likely to include but are not limited to: Affordable Housing; Sports Pitches & Children's Play Space and Community Infrastructure Levy			
	Yes	No	Unsure
13b. Do you know if there are there any abnormal costs that could affect the viability of the site e.g. infrastructure, demolition or ground conditions?			
13c. If there are abnormal costs associated with the site please provide details:			
13d. Do you consider that the site is currently viable for its proposed use taking into account any and all current planning policy and other abnormal development costs associated with the site?			
13e. Please attach any viability assessment or development appraisal you have undertaken for the site, or any other evidence you consider helps demonstrate the viability of the site.			

14. Other Relevant Information
13. Please use the space below to for additional information or further explanations on any of the topics covered in this form

15. Declaration

I understand that:

Data Protection and Freedom of Information

The Data Controller of this information under the Data Protection Act 1998 will be the Borough Council of King's Lynn & West Norfolk. The purposes of collecting this data are:

- To assist in the preparation of the Local Plan Review
- To contact you, if necessary, regarding the answers given in your form.
- To evaluate the development potential of the submitted site for the uses proposed within the form.

Disclaimer

The responses received as part of the Local Plan Review "Call for Sites and Policy Suggestions" will be published and made available for public viewing. By submitting this form you are consenting to the details about you and your individual sites being stored by the Borough Council of King's Lynn & West Norfolk, and the details being published for consultation purposes. Any information you consider to be confidential is clearly marked in the submitted response form and you have confirmed with the Council in advance that such information can be kept confidential as instructed in the Form Guidance Notes.

I agree that the details within this form can be held by the Borough Council of King's Lynn & West Norfolk for the purposes specified in this declaration.

Name	Date
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