

Medway Strategic Land Availability Assessment

Guidance Notes for completing the 'Call for Sites' Pro forma

It is a requirement of Government policy for local authorities to produce a Strategic Housing Land Availability Assessment (SLAA) for their housing market area, to ensure that planning policies are based on reliable evidence to assist delivery.

The Council has widened the Strategic Land Availability Assessment beyond just identifying potential housing sites, to also include sites for gypsy, travellers and travelling showpeople's accommodation, employment, retail, tourism, leisure, waste, minerals or a mix of these uses. The study identifies potential sites, possible development capacity and any constraints that may exist. It will also identify any actions that may be needed to realistically overcome the identified constraints in order to make sites available, suitable and viable for development. If land is identified as having potential, this does **not** imply that it will be allocated for development.

How to submit a site

Please use the attached 'call for sites' pro forma to suggest sites that you think Medway Council should consider for development up to 2035. This should also include sites with current planning permission.

In completing your form, please:

- Submit sites that could accommodate 5 or more dwellings, or measure 0.15 hectares or greater in size
- Include sites with planning permission that are either under construction, or not started;
- **Use a separate form for each site** (additional forms may be downloaded from <http://www.medway.gov.uk/sl原因>). Only information supplied on a form can be considered;
- Submit sites that are likely to become available for development or redevelopment before 2035, and identify an anticipated timeframe;

- Attach a map (with a 1:1250 scale) outlining the precise boundaries of the whole site and the area suitable for development (if this is less than the whole). Without this mapped information we are unable to register the site.
- Complete the form as comprehensively as possible.

Interactive Map

An Interactive Map which will enable you to print out a map for identifying your site can be found at:

<http://maps.medway.gov.uk/webmaplayersext/map.aspx>

Instructions on how to use the interactive map are also available via this link.

If you have any queries regarding your site or the Assessment itself please contact Council officers **(Tel: 01634 331629)**.

Please return this form, together with a 1:1250 scale map that clearly identifies the site boundaries, and the area that might be suitable for development to:

**Planning Policy,
Medway Council,
Gun Wharf,
Dock Road,
Chatham,
Kent ME4 4TR**

Email: planning.policy@medway.gov.uk

Please note that the information submitted using this SLAA pro forma will form part of the Local Plan evidence base, and will therefore be publicly available (page one showing the name, address and signature will be kept confidential)

**Medway Strategic Land Availability
Assessment
'Call for Sites' Pro forma**

For official use only:
Reference _____
Received _____
Acknowledged _____

- This form should only be completed for sites that could accommodate 5 or more dwellings or are 0.15 hectares or greater in size.
- Please include sites with planning permission that are either under construction, or not started.
- Please complete the form clearly and legibly.
- You must give your name and address for your comments to be considered.
- You must attach a 1:1250 scale map showing the precise boundaries of the whole site and the area suitable for development
- This form should be sent to the Planning Policy Team at Medway Council

DATA PROTECTION STATEMENT AND FREEDOM OF INFORMATION ACT 2000

The information collected in this response form will be used by Medway Council to inform the Strategic Land Availability Assessment and subsequent components of the Local Plan, for example, land allocations. This first page of the pro forma will be kept confidential but the information given on the remaining pages will be made available to the public in a report published on the website. By signing and dating below you are accepting this statement and giving permission for Medway Council to hold your details on our database. Please address any questions or requests regarding our data processing practices to planning.policy@medway.gov.uk. Please note that forms that are not signed and dated will not be accepted.

1. Your details	
Title and name	
I am a:	<input type="checkbox"/> Agent <input type="checkbox"/> Applicant <input type="checkbox"/> Developer <input type="checkbox"/> Landlord <input type="checkbox"/> Occupier <input type="checkbox"/> Tenant <input type="checkbox"/> Full Landowner <input type="checkbox"/> Partial Landowner <input type="checkbox"/> Other (please specify)
Company/Organisation	
Contact address	
Contact telephone number	
E-mail address	
Representing (if applicable)	
Signed:	Dated:

2. Site details			
Site address			
Site postcode (Insert Grid ref if not available)	Postcode	Easting	Northing
What is the estimated area of site? (hectares)			
Are you the Sole owner?	Yes		
	No – please list all land owners		
Does your site have any previous planning history?	Yes		
	No		
If yes, what is/are the planning reference number(s)?			
Has development started on site yet?	Yes		
	No		
Please attach a map (at 1:1250 scale) outlining the precise boundaries of the whole site and the part that may be suitable for development (if this is less than the whole). Without this mapped information we are unable to register the site.			

3. Market Interest: Please choose the most appropriate category below to indicate what level of market interest there is in the site.			
Site is owned by a developer		<u>Comments:</u>	
Site under option to a developer			
Enquiries received			
Site is being marketed			
None			
Not known			

CURRENT AND POTENTIAL USE

4. What is the current use of the site?
Please tick all that apply:
<input type="checkbox"/> Housing <input type="checkbox"/> Employment <input type="checkbox"/> Retail <input type="checkbox"/> Tourism <input type="checkbox"/> Leisure
<input type="checkbox"/> Vacant or derelict (please state historic use)
<input type="checkbox"/> Greenfield% of site coverage
<input type="checkbox"/> Waste or minerals site
<input type="checkbox"/> Other (please state).....

5. Do you think the site would be viable for the following types of development?

Please tick all that apply:

- Housing Employment Retail Tourism Leisure
 Waste or minerals Other (please state).....

6a. For proposed residential uses:

<p>How many dwellings do you think could be realistically provided on this site? (taking full account of site constraints and surrounding uses and character?)</p>	<p>.....dwellings</p>
<p>What type of dwellings? (for gypsy, travellers and travelling showpeople, please see below)</p>	<p> <input type="checkbox"/> Houses <input type="checkbox"/> Flats <input type="checkbox"/> Bungalows <input type="checkbox"/> Houseboats <input type="checkbox"/> Residential Park Homes <input type="checkbox"/> Mixed, please give details..... </p>
<p>Would the site provide affordable housing?</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what percentage? % </p>
<p>Gypsy, travellers and travelling showpeople – please state number of pitches if the site is proposed for this use</p>	<p>.....pitches</p>
<p>Specialist residential uses – please give details if the site is proposed for any other type of residential use, eg. specialist accommodation for the elderly, self build, live/work units</p>	

6b. For proposed employment uses:

<p>How many business units could be provided on the site?</p>		
<p>What floor space could be accommodated in total (sq m)?</p>		
<p>What type of employment could be accommodated?</p>	<p>Office</p>	
	<p>General industrial</p>	
	<p>Storage / distribution</p>	

6c. For proposed retail, leisure, tourism, community facilities or other uses:

Please give further details if the proposed use is to contain any of these components. Please include details of floorspace.

6d. For proposed waste facilities or minerals:

Please give further details if the proposed use is to contain any of these components.

Please note, we will follow up with a request for further details for any proposed waste or minerals sites.

PHASING**7. Please indicate below how many dwellings or how much floorspace you estimate will be completed within each timeframe:**

		Housing (no of units)	Employment (sq. metres)	Retail (sq. metres)	Tourism (sq. metres)	Leisure (sq. metres)	Other (please state)
Within the next 5 years	Year 1 (year of submission)						
	Year 2						
	Year 3						
	Year 4						
	Year 5						
6-10 years							
11-15 years							
16-20 years							
20 years +							

POSSIBLE CONSTRAINTS

8. To the best of your knowledge, are there any constraints that may affect development on the site? Please provide brief details, including whether any technical studies have been undertaken to inform your understanding:

	Please tick:	Do you believe the constraints on site can be overcome? If so, please explain how and by when:
Access		
Contamination		
Detrimental impact on Air Quality Management Area		
Detrimental impact on Historic Park		
Detrimental impact on Landscape		
Detrimental impact on Townscape		
Cables, pylons, electricity lines, oil pipelines and gas		
Flood Zone		
Hazards		
Highway		
Impact on Residential Amenity		
Sewerage / Drainage		
Topography / Adverse Ground		
Water		
Ownership Issues		
Legal Issues		
Infrastructure/utility requirements		
Market viability		
Other considerations		

9. Utilities

Are any of the following utilities available to the site?

Mains water	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unsure <input type="checkbox"/>
Mains sewerage	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unsure <input type="checkbox"/>
Electricity	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unsure <input type="checkbox"/>
Gas	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unsure <input type="checkbox"/>
Telephone Lines	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unsure <input type="checkbox"/>
Broadband	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unsure <input type="checkbox"/>

Have you consulted any infrastructure providers regarding provision of utilities to the site?

Yes No If yes, please provide further details below:

SURVEY AND OTHER ISSUES

10. In identifying such a site you are giving permission for an officer of the Council to access the site in order to ascertain site suitability. In this context would there be any access issues to the site?

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11. If yes, please provide contact details of the person who should be contacted to arrange a site visit.

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12. Do you know of any other relevant issues that we should be aware of?

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* Please return this form, together with a **map** (at 1:1250 scale) that clearly identifies the site's location and boundaries to:

**Planning Policy,
Medway Council,
Gun Wharf,
Dock Road,
Chatham,
Kent ME4 4TR**

Email: planning.policy@medway.gov.uk