



Appendix A

Methodology

Methodology for Strategic Housing Land Availability Assessment

Weymouth and Dorchester Housing Market Area

December 2009 Update



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1.0 Introduction

- 1.1 Planning Policy Statement 3: Housing (PPS3) sets out an approach for planning for housing, in response to recommendations in the *Barker Review of Housing Supply* published in March 2004. In particular it sets out a framework to improve affordability and supply of houses in all communities by ensuring that land availability is not a constraint on the delivery of homes. These changes include the requirement for Local Planning Authorities (LPAs) to identify and maintain firstly a rolling five-year supply of deliverable land for housing, and, secondly, to identify sufficient developable land for at least a 15 year period in their forthcoming planning documents.
- 1.2 In order to reinforce the 'plan, monitor, manage' approach to planning while being more responsive to land supply issues, PPS3 sets out that LPAs should be informed by a robust evidence base to aid in the formulation of local planning policies and the determination of planning applications. In particular, PPS3 states that LPAs should undertake a Strategic Housing Market Area (HMA) Assessment¹ to assess local housing need and demand, and a Strategic Housing Land Availability Assessment (SHLAA)² to identify and monitor current and future land availability for housing based on agreed HMA boundaries.

2.0 What is a HMA?

- 2.1 Strategic HMA Assessments will form a major part of the evidence base for the production of future planning documents which concern housing issues, allowing LPAs to understand the dynamic and complex housing markets which operate in their area. The main outcome of undertaking this work at the sub-regional level is to provide a valuable insight into how housing markets operate both now and in the future, including an assessment of local housing need, demand and market conditions.
- 2.2 In Dorset partnership working is being undertaken to inform housing policy formulation at the sub-regional and local levels. The HMA work has identified that there are two broad housing markets operating in Dorset, the Bournemouth & Poole HMA and the Weymouth and Dorchester HMA.
- 2.3 The Practice Guidance for undertaking SHLAA² (the 'Practice Guidance') recommends that the study area should be set at the HMA level. Therefore, two SHLAAs will be undertaken within the county and agreement to work in partnership has already been made between the Councils in Dorset.

¹ Strategic Housing Market Assessments Practice Guidance, DCLG, August 2007

² Strategic Housing Land Availability Assessments Practice Guidance, DCLG, July 2007

- 2.4 This methodology document relates to the SHLAA that will be undertaken by the Partnership of Councils in the Weymouth and Dorchester HMA (the Partnership). This will cover the administrative areas covered by Weymouth and Portland Borough Council and West Dorset District Council.

3.0 What is a SHLAA?

- 3.1 The primary role of a SHLAA is to:
- Identify sites with potential for housing
 - Assess their housing potential
 - Assess when they are likely to be developed
- 3.2 One of the key requirements of the SHLAA will therefore be to identify and assess the deliverability and developability of sites that have the potential for new housing development. The SHLAA will need to identify sufficient specific sites to meet the strategic housing requirement within a LPA area for at least the first 10 years of a plan, but preferably for at least 15 years.
- 3.3 The SHLAA will be a technical document only but, once completed and approved by each LPA within the Partnership, will form a key component of each Authority's evidence base, being used to inform judgements on the future pattern of development and the allocation of land for housing. Judgements concerning whether sites should be allocated in future planning documents will be made through the statutory plan process, which will further test the suitability of any sites identified in a SHLAA which may be proposed for housing development.
- 3.4 To remain a useful tool in planning for the delivery of housing, the SHLAA will need to be comprehensive in its identification and assessment of sites and updated on an annual basis. It will be reported through the Annual Monitoring Reports, which are produced each year by each respective LPA.
- 3.5 The SHLAA will be undertaken by West Dorset District Council and Weymouth and Portland Borough Council on a joint basis and there will be one final report issued on behalf of both authorities. Each authority will also produce a separate report detailing the information for that particular local authority area.

4.0 Core Requirements and Outputs of a SHLAA

- 4.1 In order that a SHLAA can be used as a robust and credible evidence base, the Practice Guidance sets out some minimum requirements. The SHLAA should:

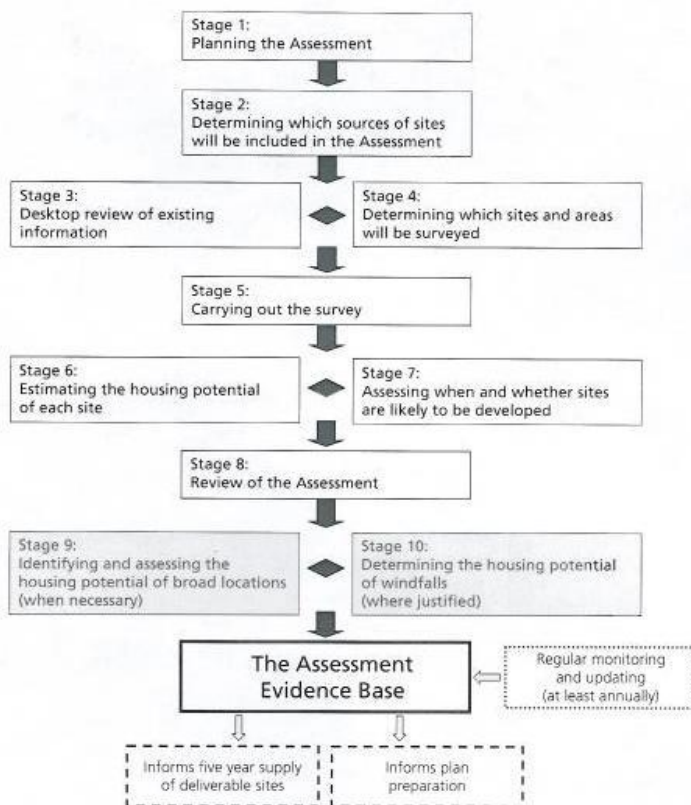
- Set out a list of sites, cross referenced to maps showing locations and boundaries of specific sites (and showing broad locations, where necessary)
- Assess the deliverability/developability of each identified site (i.e. in terms of its suitability, availability and achievability) to determine when an identified site is realistically expected to be developed
- Identify potential quantity of housing that could be delivered on each identified site or within each identified broad location (where necessary) or on windfall sites (where justified)
- Set out constraints on the delivery of identified sites
- Make recommendations on how these constraints could be overcome and when

4.2 Together with the general methodology, set out in the Practice Guidance, these core requirements have been used to develop the proposed methodology, as set out below.

5.0 The Methodology

5.1 The Government's Practice Guidance sets out eight stages for the preparation of a SHLAA, with two further stages that may be undertaken if it is not possible for a LPA to identify an adequate supply of specific deliverable or developable sites for housing. The stages of the SHLAA are set out in Figure 1.

Figure 1: SHLAA Methodology



Stage 1: Planning the Assessment

- 5.2 There is agreement between the two Planning Authorities within the Weymouth and Dorchester HMA that the Assessment should be undertaken jointly in order to provide a robust and credible source of evidence for the production of future local planning policies.
- 5.3 In addition to the partnership of Planning Authorities, key stakeholders (listed in Appendix A) have been invited to join a SHLAA Panel.
- 5.4 In terms of resources it is proposed that Planning Officers will undertake the majority of the work. The Partnership of LPAs has current experience of undertaking similar joint assessments, in terms of the outgoing 'Urban Capacity Studies', as well as continuing experience from evidence gathering for the production of a range of future planning documents. Therefore, the Partnership should be able to meet the requirements of the SHLAA.
- 5.5 It has been agreed that each Council will provide adequate resources to undertake the study. In addition to Planning Officers working on the preparation of planning policies, officers from Development Control, GIS, Tree and Landscape, Design, Land Management, etc. teams will also be involved in the production of the SHLAA.
- 5.6 It is anticipated that all members of the SHLAA Panel will contribute towards the initial identification of sites, as well as advising the Partnership on their 'availability' and 'achievability', as set out in Stage 7 of the methodology.
- 5.7 Each Planning Authority will be responsible for undertaking the Assessment for their administrative area, following the confirmed methodology. In terms of quality assurance, the assessment of sites will be presented to the SHLAA Panel in order to agree the findings, or to recommend changes. As a technical document produced as evidence for the production of future planning documents, the SHLAA will be scrutinised by each Authority through its own Committee procedures or relevant steering groups.
- 5.8 A broad timetable of key milestones for the SHLAA is proposed in Appendix B.

Stage 2: Determining which sources of sites will be included in the Assessment

5.9 The Practice Guidance identifies examples of the sources of sites that have the potential for housing and which should be covered in the Assessment:

Table 1: Sources of sites

Sites in the Planning Process
<ul style="list-style-type: none"> • Land allocated (or with permission) for employment or other land uses which are no longer required for those uses • Existing housing allocations and site development briefs • Unimplemented/outstanding planning permissions for housing • Planning permissions for housing that are under construction
Sites not currently in the planning process
<p>Examples:</p> <ul style="list-style-type: none"> • Vacant and derelict land and buildings • Surplus public sector land • 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 • Additional housing opportunities in established residential areas, such as under-used garage blocks • Large scale redevelopment and re-design of existing residential areas • Sites in rural settlements and rural exception sites • Urban extensions • New free standing settlements

5.10 The Partnership proposes to categorise these sources in a similar way to that set out in existing Urban Capacity Studies in the county. However, some refinement of the UCS categories has taken place to accommodate the differences between the UCS and SHLAA processes. The new categories are set out in Appendix C.

5.11 The Practice Guidance states that “*particular types of land or areas may be excluded from the Assessment. Where this is the case, the reasons for doing so will need to be justified and agreed by the members of the partnership.*”³ It is proposed that if sites are identified which fall within the designations listed below, they will be assigned a nil housing potential, due to their inappropriateness as potential housing sites:

Table 2: Land to be excluded from SHLAA

Sites to be excluded from SHLAA	Justification
Site of Special Scientific Interest (SSSI), Special Area of Conservation (SAC), Ramsar site (wetlands of international importance),	National Policy advices against development that would have an adverse impact on national and internationally

³ Para. 21, Strategic Housing Market Assessments Practice Guidance, DCLG, August 2007

National Nature Reserve (NNR), Special Protection Area (SPA) Scheduled Ancient Monuments and sites within 400m of protected heathland.	important nature conservation interests.
Site is located wholly outside or is unrelated to the list of settlements defined in Appendix D, An exceptional case will be made for sites delivering 100% affordable housing to meet local need.	Development Policies A to C of the Draft Regional Spatial Strategy for the South West identify the categories of settlements where housing will be acceptable for the period 2006-2026. Appendix D sets out the list of settlements in Dorset falling within these categories. Further policies and, where appropriate, settlement boundaries will be developed through the LDF process in due course. Outside these settlements LDFs will not contain specific allocations for housing and therefore the SHLAA process is not applicable.
Lyme Regis and Charmouth Land Instability Zone 4	Extensive site investigations have identified these areas as unsuitable for development because of landslipping and/or coastal erosion.

Stage 3: Desktop Review of Existing Information

5.12 An initial desk top review will be undertaken in order to identify sites with potential for housing. The Government's Practice Guidance sets out some of the data sources that can be used to identify sites with potential for housing (Table 3). Information identified at this stage of the Assessment will be used to plan for the site survey stage.

Table 3: Sources of Information

Sites in the planning process	Purpose
Site allocations not yet the subject of planning permission	To identify sites
Planning permissions/sites under construction (particularly those being developed in phases)	To identify sites
Site specific development briefs	To identify sites and any constraints to delivery
Planning application refusals	To identify sites – particularly those applications rejected on grounds of prematurity, overdevelopment or poor design
Dwelling starts and completion records	To identify the current development progress on sites with planning permission
Other sources of information that may help to identify sites	
Local planning authority Urban	To identify buildings and land, and

Capacity Study	any constraints to delivery
Local planning authority Empty Property Register	To identify vacant buildings
English House Condition Survey	To identify buildings
National Land Use Database	To identify buildings and land, and any constraints to delivery
Surplus Public Sector Land	To identify buildings and land
Local planning authority Employment Land Review	To identify surplus employment buildings and land
Valuation Office database	To identify vacant buildings
Local planning authority vacant property registers (industrial and commercial)	To identify vacant buildings
Commercial property databases eg estate agents and property agents	To identify vacant buildings and land
Ordnance Survey maps	To identify land
Aerial photography	To identify land

5.13 During this stage a pro forma will be sent out to all stakeholders within the Weymouth and Dorchester HMA, and an advert will be placed in the local newspapers, requesting the formal proposal of potential sites. A copy of this 'new sites' pro forma is attached as Appendix E.

5.14 The owners or agents of sites which already have the benefit of an outstanding planning permission will be separately contacted to assess when or whether their site is likely to come forward for housing. A copy of this pro forma is attached as Appendix F. Both of these forms are available to download on the relevant planning page of each LPA's website, additionally, forms will be sent out to those requesting them.

Stage 4: Determining which sites and areas will be surveyed

5.15 The Practice Guidance states that all sites identified by the desk-top review and from stakeholders should be visited. This will aid in the robustness of the Assessment, particularly where currently held information on the site held may be inconsistent or incomplete. Site surveys will also identify any possible constraints. Those sites which have been granted planning permission will not need to be surveyed, as the potential and constraints on these sites will have already been identified.

5.16 Although the need to survey each new site is likely to have huge resource implications, it will be a necessary part of the Assessment and will aid in providing adequate evidence that there is a reasonable chance of a site being developed for housing.

5.17 The Practice Guidance indicates that the following factors should be taken into consideration when determining how 'comprehensive' (in

terms of geographic coverage) and 'intensive' (in terms of the minimum size of site surveyed) the survey element of a SHLAA should be:

- **The nature of the housing challenge** – assessments will need to be more comprehensive and intensive where existing or emerging housing provision targets in the study area are high and/or where housing market conditions signal worsening affordability, reflecting the need to identify more sites for housing;
- **The nature of the area** – in areas dominated by smaller rural settlements, it may be necessary to identify all the sites with potential for housing, whereas this may not be necessary or feasible in more urbanised areas;
- **The nature of land supply** – where a large proportion of housing is expected to be delivered on small sites this may mean that the survey needs to identify smaller sites than would be necessary in an area where larger sites are likely to make up the bulk of supply; and,
- **The resources available to the partnership** – which can be brought together for best effect and should reflect the scale of the task. The methodology provides different approaches for some stages to reflect any differences in resources.

Stage 5: Carrying out the survey

5.19 Following the desktop survey, all sites identified will be visited by officers of the relevant LPA in order to make an informed judgement as to the likelihood of residential development on each site.

Stage 6: Estimating the housing potential of each site

5.20 The Practice Guidance recommends that the estimate of housing potential on each site surveyed should be guided by the existing or emerging development plan, particularly in terms of local policies towards housing densities.

5.21 It is proposed that density assumptions will be consistent throughout the Weymouth and Dorchester HMA, based on national guidance and regional and local planning policies.

5.22 To produce an estimate of the number of dwellings that could be provided on each identified site, a three stage process is proposed (See Appendix G). Additionally, the Practice Guidance recommends the use of design exercises to assist estimation of site potential. Resources permitting, comparison will be made with sample schemes from elsewhere in the study area which are deemed to represent a form of development appropriate to the site under consideration. In some cases it may be appropriate to sketch a scheme from scratch in order to visualise the site's potential.

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

- 5.23 PPS3 requires LPAs to identify sufficient and specific ‘deliverable’ sites to deliver housing within a five year period and longer-term ‘developable’ sites. It also requires LPAs to identify those sites which are regarded as ‘not currently developable’, stating the current constraints affecting their developability.
- 5.24 To be considered ‘deliverable’, sites are required to be:
- Suitable – the site offers a suitable location for development now and would contribute to the creation of sustainable communities
 - Available – the site is available now
 - Achievable – there is a reasonable prospect that housing will be delivered on the site within five years
- 5.26 The final part of Stage 7 requires an assessment to be made for those sites which are found to be ‘not currently developable’, as to what action would be needed to overcome those constraints. A separate statement will be produced on how constraints could be overcome on a site-by-site basis.

Stage 8: Review of the Assessment

- 5.27 The initial survey of sites and the assessment of their deliverability/developability will enable the housing potential in each Planning Authority to be made, this will allow a housing trajectory for each LPA to be produced. Once all of the surveys and assessments in the Partnership are complete, the total housing potential for the Weymouth and Dorchester HMA will be collected to produce an indicative housing trajectory, setting out how much housing can be provided, and at what point in the future.
- 5.28 The Practice Guidance recommends that a risk assessment should be made at the review stage in order to assess the risk of sites not coming forward as anticipated. If insufficient sites are identified in order to meet the strategic housing targets for a Planning Authority, it will be necessary to investigate how this shortfall should best be planned for.
- 5.29 Where there is an identified shortfall in deliverable/developable sites for housing within a LPA area, it is proposed that one or both of the options set out in Stages 9 and 10 will need to be undertaken.

Stage 9: Identifying and assessing the housing potential of broad locations (where necessary)

- 5.30 This is an optional stage that may be undertaken by one or more of the LPAs in the partnership, where an adequate supply of sites with housing potential cannot be identified.
- 5.31 Broad locations, where further housing development is considered feasible and will be encouraged, but where specific sites cannot yet be identified, may be identified in a SHLAA, in order to provide a level of certainty to communities and developers concerning future patterns of development. Examples of broad locations include land:
- Within and adjoining settlements – where housing development could be encouraged or small extensions to existing settlements
 - Outside settlements
- 5.32 It is proposed that if a Planning Authority is required to identify broad locations, consultation with the SHLAA Panel will be made in order to establish the criteria to assess these locations both within and outside existing built up areas and subsequently the housing potential within those locations.

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

- 5.33 While PPS3 sets a clear expectation that the supply of land for housing should be based on specific sites and, where necessary, broad locations, it also recognises that in some circumstances a windfall allowance may be justified.
- 5.34 Where it is decided that a LPA is required to undertake an assessment of windfall, in order to meet its strategic housing requirements, this will need to be based on recent historic completion rates for each source of housing potential – as identified in Stage 2. This assessment will need to consider whether the annual rate of supply is likely to increase or decrease, whether the pattern of redevelopment is likely to remain the same or change, and whether current market conditions are likely to stay the same, worsen, or improve in the future.
- 5.35 It is proposed that where a LPA cannot identify enough specific potential housing sites to meet their strategic housing requirement they will determine housing potential from recent historic windfall levels, excluding any sites already counted in their Assessment. It is proposed that where this requirement is necessary the method for determining a historic windfall rate will be discussed with the SHLAA Panel.

Appendix A List of key stakeholders invited to join the SHLAA Panel

Betterment Properties Ltd

FH Cummings

Lomand Homes

Magna Housing Association

Synergy Housing Association

Pro Vision Planning

Hull Gregson & Hull

Environment Agency

Natural England

West Dorset District Council Councillor

Weymouth and Portland Borough Council Councillor

Appendix B Timetable and Key Milestones

Task	Date
Site request public consultation	January – February 2010
Submission of Annual Monitoring Report (including 5 year land supply calculation)	31 st December 2010
Final Report	February 2011

Appendix C

Site Classifications and definitions

SHLAA Category	Definition	Estimate of theoretical capacity
Subdivision of existing housing, Redevelopment of existing housing or Intensification (SRI)	Large dwellings or large plots where the existing dwelling could either be subdivided or redeveloped or additional dwellings could be built on the plot	Based on site area and density assumptions in appendix G
Flats over shops (FOS)	Reuse of the upper floors of buildings where the lower floors are used for retail purposes	Count
Empty homes (EHS)	Based on the Empty Homes Strategy	Constrained yield taken from Empty Homes Strategy.
Previously developed vacant / derelict land and buildings (non housing) (PDL)	Previously-developed land, often called brownfield land, is land that was developed but is now vacant or derelict. This category includes NLUD categories (a) previously developed land now vacant, and (c) derelict land and buildings.	Based on site area and density assumptions in appendix G
Redevelopment or Conversion of other uses (RXO)	Category includes all non-residential uses not assessed as part of Flats Over Shops. Public open space is also not included in this category.	Based on site area and density assumptions in appendix G
Redevelopment of car parks (RCP)	Public and private car parks	Based on site area and density assumptions in appendix G
Review of existing housing allocations in plans (RHA)	Sites allocated for housing within the adopted Local Plan not benefiting from a planning permission	Based on site area and density assumptions in appendix G
Review of other allocations in plans (ROA)	All allocations within suitable areas that are not benefiting from planning permission.	Based on site area and density assumptions in appendix G
Vacant land not previously developed (GRE)	Land which has not previously been developed or which has returned to Greenfield status over time, includes agricultural and forestry buildings.	Based on site area and density assumptions in appendix G
Existing Planning Permissions (EPP)	Remaining uncompleted units on sites with planning permission	Remaining uncompleted units on sites with planning permission.
Rural Exception Sites (REX)(West Dorset only)	Sites in rural areas that would not be considered except to supply 100% affordable housing to meet need	Based on site area and density assumptions in appendix G

Appendix D Settlements where sites will be surveyed

West Dorset District Council

Sites within or related to the following towns and villages

Dorchester, Bridport, Sherborne, Chickerell, Lyme Regis, Beaminster, Bishops Caundle, Bradford Abbas, Broadmayne and West Knighton, Broadwindsor, Buckland Newton, Burton Bradstock, Cerne Abbas, Charlton Down, Charminster, Charmouth, Crossways, Evershot, Littlemoor, Maiden Newton & Higher Frome Vauchurch, Mosterton, Piddletrenthide, Portesham, Puddletown, Salway Ash, Thornford, Trent, Winterbourne Abbas & Winterbourne Steepleton, Yetminster

Sites for 100% affordable housing will be also considered within or adjoining the villages of: Abbotsbury, Bradford Peverell, Cattistock, Cheselbourne, Chetnole, Chideock, Corscombe, Dewlish, Drimpton, Frampton, Halstock, Langton Herring, Leigh, Litton Cheney, Loders, Longburton, Melcombe Bingham, Netherbury, Nether Compton, Osmington, Owermoigne, Piddlehinton, Puncknowle, Shipton Gorge, Stratton, Sydling St Nicholas, Symondsbury, Thorncombe, Toller Porcorum, Tolpuddle, Uploders, West Stafford, White Lackington and Winterborne St Martin. Other sustainable locations adjacent to settlements will be considered.

Weymouth and Portland Borough Council

Sites within or adjacent to the following:

The built up area of Weymouth and the settlements of Upwey, Broadway, Sutton Poyntz, Southwell, Easton, Weston, Fortuneswell and Grove

SHLAA 2 – Potential New Housing Site

Weymouth and Portland Borough Council and West Dorset District Council Strategic Housing Land Availability Assessment

Guidance Notes

Local planning authorities are required to undertake a Strategic Housing Land Availability Assessment to provide the evidence base to support the delivery of sufficient land to meet the community's need for more homes. This exercise is being undertaken jointly by Weymouth and Portland Borough Council and West Dorset District Council

Weymouth and Portland Borough Council and West Dorset District Council have carried out the SHLAA exercise for 2008/09 and these can be viewed at <http://www.weymouth.gov.uk/home.asp?sv=661> and <http://www.dorsetforyou.com/index.jsp?articleid=376162> respectively. We are now looking to produce the report for 2009/10.

If you wish to suggest a potential site and feel that it may make a contribution to the overall housing land supply, please use the following form and return it to:

For sites in West Dorset:

**Strategic Policy
West Dorset District Council
Stratton House
58/60 High West Street
Dorchester
DT1 1UZ**

**For sites in Weymouth and
Portland:
Forward Planning
Weymouth and Portland BC
Council Offices
North Quay
Weymouth
DT4 8TA**

Or electronically to : **West Dorset:** strategicpolicy@westdorset-dc.gov.uk
Weymouth and Portland: ldf@weymouth.gov.uk

Sites that were submitted for this exercise last year should not be re-submitted unless there have been significant changes to the status of the site.

Please ensure your form is returned by **22nd February 2010.**

Before completing your form, please read the following guidance notes:

- Use a separate form for each site (additional forms may be downloaded by accessing the following webpage <http://www.weymouth.gov.uk> and entering SHLAA in the search function box or you may prefer to photocopy this form) Only information supplied on a form can be considered
- Attach a map outlining the precise boundaries of the site in its entirety and the part which may be suitable for housing (if this is less than the whole).

Without this mapped information we are unable to register the site. You may obtain a base-map from:

West Dorset:

<http://salisbury.westdorset-dc.gov.uk/LocalPlan/LPR1/InteractiveMap.htm>

or phone: 01305 252433 or email: strategicpolicy@westdorset.gov.uk

Weymouth:

Go to website:

<http://www.addresscafe.com/weymouth.aspx>

or phone: 01305 838263 or email: ldf@weymouth.gov.uk

- There is no threshold for sites.
- Submit only sites:
 - ⇒ Within or related to the existing settlements of: Dorchester, Bridport, Sherborne, Chickerell, Lyme Regis, Beaminster, Bishops Caundle, Bradford Abbas, Broadmayne and West Knighton, Broadwindsor, Buckland Newton, Burton Bradstock, Cerne Abbas, Charlton Down, Charminster, Charmouth, Crossways, Evershot, Littlemoor, Maiden Newton & Higher Frome Vauchurch, Mosterton, Piddletrenthide, Portesham, Puddletown, Salway Ash, Thornford, Trent, Winterbourne Abbas & Winterbourne Steepleton, Yetminster
 - ⇒ Within or related to the built up area of Weymouth and the settlements of Upwey, Broadway, Sutton Poyntz, Southwell, Easton, Weston, Fortuneswell and Grove
 - ⇒ Sites for 100% affordable housing will also be considered within or adjoining the villages of: Abbotsbury, Bradford Peverell, Cattistock, Cheselbourne, Chetnole, Chideock, Corscombe, Dewlish, Drimpton, Frampton, Halstock, Langton Herring, Leigh, Litton Cheney, Loders, Longburton, Melcombe Bingham, Netherbury, Nether Compton, Osmington, Owermoigne, Piddlehinton, Puncknowle, Shipton Gorge, Stratton, Sydling St Nicholas, Symondsburry, Thorncombe, Toller Porcorum, Tolpuddle, Uploders, West Stafford, White Lackington and Winterborne St Martin. Other sustainable locations adjacent to settlements will be considered for 100% affordable housing.
- Do not submit sites that already have planning permission for residential use, unless different proposals are identified. Do not submit sites which are allocated for housing in a local plan.
- Ensure that your site is located within West Dorset or Weymouth and Portland.

If you are unsure about the suitability of a site that you have in mind, you may prefer to have a brief informal word with a planning officer before submitting a form. Please call 01305 252433 for sites in West Dorset and 01305 838214 for sites in Weymouth and Portland.

Please note that although all proposals will be considered, suggesting a site at this first stage does not guarantee that the land will be included for housing development in the final analysis.

For official use only:

Reference _____
 Received _____
 Acknowledged _____

Strategic Housing Land Availability Assessment

Potential New Housing Site January 2010

- Please complete the form clearly and legibly and to the best of your knowledge.
- You must give your name and address for your comments to be considered.
- You must attach a map showing the precise boundaries of the site
- **This form should be received by 22nd February 2010.**

DATA PROTECTION AND FREEDOM OF INFORMATION

The information collected in this response form will be used by your local planning authority to inform the Strategic Housing Land Availability Assessment and subsequent components of the Local Development Framework.

By responding you are accepting that your response and the information within it will be in the public domain, and that it may be disclosed if requested under the Freedom of Information Act. However, any published information will not contain personal details of individuals.

Your details	
<u>Name</u>	_____
Company / agent	_____
Representing	_____
Is your business housing development ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your address	_____
Telephone Number	_____
<u>email</u>	_____

Site details	
<u>Site address</u>	_____
<u>Site postcode</u>	_____
<u>OS grid reference</u>	_____
<p>Please attach a map outlining the precise boundaries of the site in its entirety and the part which may be suitable for housing (if this is less than the whole). <u>Without this mapped information we are unable to register the site.</u> If you are able to provide this information in GIS format we would be grateful.</p>	

Ownership of Site	
Are you the landowner of the site ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'yes', are you ?	<input type="checkbox"/> Sole owner <input type="checkbox"/> Part owner Please list other owners:
If you're not the owner, who is ? (please list if more than one)	_____

CURRENT AND POTENTIAL USE

What is the site currently used for ?

In your view, what type and number of dwellings would you envisage for the site ?	
<u>Number of houses (or bungalows)</u>	_____
<u>Number of flats</u>	_____
<u>Would the site be solely for affordable housing ? If 'yes' please tick:</u>	<input type="checkbox"/>

POSSIBLE CONSTRAINTS

To the best of your knowledge are there any constraints that may prevent development on the site? Please provide brief details where known.

<u>Access difficulties</u>	_____
<u>Infrastructural requirements</u>	_____
<u>Topography or ground conditions</u>	_____
<u>Hazardous risks</u>	_____
<u>Contamination / pollution</u>	_____
<u>Flood risk</u>	_____
<u>Legal issues</u>	_____
<u>Other considerations</u>	_____

Do you believe constraints on the site could be overcome? If so, please explain.

AVAILABILITY

Over what broad timeframe would you anticipate the site could first become available for development:

<u>Within the next 5 years i.e. by the end of March 2015</u>	<input type="checkbox"/>
<u>Within a period 5-10 years hence i.e. between 2015 and 2020</u>	<input type="checkbox"/>
<u>Within a period 10-15 years hence i.e. between 2020 -2025</u>	<input type="checkbox"/>
<u>After 15 years hence i.e. after 2025</u>	<input type="checkbox"/>

If you anticipate the site could become available for development within the next five years, what would be your best estimate of a more precise year for commencement:

<u>Before the end of March 2010</u>	<input type="checkbox"/>
<u>Between April 2010 and March 2011</u>	<input type="checkbox"/>
<u>Between April 2011 and March 2012</u>	<input type="checkbox"/>
<u>Between April 2012 and March 2013</u>	<input type="checkbox"/>
<u>Between April 2013 and March 2014</u>	<input type="checkbox"/>
<u>Between April 2014 and March 2015</u>	<input type="checkbox"/>

Once commenced, how many years do you think it would take to develop the site ?

<u>Number of years</u>	_____
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If the site is likely to require phasing of development, could you please explain the likely timing of the phases and number of dwellings to be delivered at each phase

SURVEY ISSUES

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?

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

Do you know of any other issues that we should be aware of (including any issues not covered above which might delay the site coming forward for development) ?

Please return this form together with a map which clearly identifies the boundary of the site by **22nd February** to:

For sites in West Dorset:

**Strategic Policy
West Dorset District Council
Stratton House
58/60 High West Street
Dorchester
DT1 1UZ**

For sites in Weymouth and Portland

**Forward Planning
Weymouth and Portland BC
Council Offices
North Quay
Weymouth
DT4 8TA**

Thank you for your help

Appendix F – Existing sites pro-forma

SHLAA 1 – Site with Existing Planning Permission

Weymouth and Portland Borough Council and West Dorset District Council Strategic Housing Land Availability Assessment

Guidance Notes

Local planning authorities are required to undertake a Strategic Housing Land Availability Assessment to provide the evidence base to support the delivery of sufficient land to meet the community's need for more homes. This exercise is being undertaken jointly by Weymouth and Portland Borough Council and West Dorset District Council

The first stage is to identify as many sites as possible with potential for housing. Our records show that you hold a current planning permission(s) to develop land for housing. This land will therefore be included in the availability assessment but it would be most helpful if you could spend a moment to answer the following questions about the site and your intentions.

If you have permission to develop more than one site, please respond on a separate form for each site. Additional forms may be downloaded by accessing the following webpage <http://www.weymouth.gov.uk> and entering SHLAA in the search function box , or from your local council office or you may prefer to simply photocopy this form.

Please return the form by **22nd February 2010** using Freepost envelope supplied

Or electronically to : **West Dorset:** strategicpolicy@westdorset-dc.gov.uk
Weymouth and Portland: ldf@weymouth.gov.uk



For official use only:

Reference _____
 Received _____
 Acknowledged _____

**Strategic Housing Land Availability Assessment
 January 2010
 Site with Existing Planning Permission**

DATA PROTECTION AND FREEDOM OF INFORMATION

The information collected in this response form will be used by your local planning authority to inform the Strategic Housing Land Availability Assessment and subsequent components of the Local Development Framework.

By responding you are accepting that your response and the information within it **will be in the public domain**, and that it may be disclosed if requested under the Freedom of Information Act. However, any published information will not contain personal details of individuals.

Please confirm your details	
<u>Name</u>	_____
Company / agent	_____
Representing	_____
Is your business housing development ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your address	_____
Telephone Number	_____
<u>email</u>	_____

Please confirm site details	
<u>Site address</u>	_____
<u>Planning permission number(s)</u>	_____

Ownership of Site	
Are you the landowner of the site ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>If 'yes', are you ?</p>	<p><input type="checkbox"/> Sole owner</p> <p><input type="checkbox"/> Part owner</p> <p>Please list other owners:</p>
<p>If you're not the owner, who is ? (please list if more than one)</p>	<p>_____</p>

<p>Over what broad timeframe would you anticipate the site could first become available for development:</p>	
<p><u>Within the next 5 years i.e. by the end of March 2014</u></p>	<p><input type="checkbox"/></p>
<p><u>Within a period 5-10 years hence i.e. between 2014 and 2019</u></p>	<p><input type="checkbox"/></p>
<p><u>Within a period 10-15 years hence i.e. between 2019-2023</u></p>	<p><input type="checkbox"/></p>
<p><u>After 15 years hence i.e. after 2023</u></p>	<p><input type="checkbox"/></p>

<p>If you anticipate the site could become available for development within the next five years, what would be your best estimate of a more precise year for commencement:</p>	
<p><u>Before the end of March 2009</u></p>	<p><input type="checkbox"/></p>
<p><u>Between April 2009 and March 2010</u></p>	<p><input type="checkbox"/></p>
<p><u>Between April 2010 and March 2011</u></p>	<p><input type="checkbox"/></p>
<p><u>Between April 2011 and March 2012</u></p>	<p><input type="checkbox"/></p>
<p><u>Between April 2012 and March 2013</u></p>	<p><input type="checkbox"/></p>
<p><u>Between April 2013 and March 2014</u></p>	<p><input type="checkbox"/></p>

<p>Once commenced, how many years do you think it will take to develop the site ?</p>	
<p><u>Number of years</u></p>	<p>_____</p>

If the site requires phasing of development, could you please explain/ confirm the likely timing of the phases and number of dwellings to be delivered at each phase

Do you feel the site has potential for an alternative housing proposal (alternative to the existing permission) in terms of the number or type of housing ? Please specify:

Do you know of any other issues that we should be aware of (including any issues not covered above which might delay the site coming forward for development) ?

Thank you for your help

Appendix G Estimating the Housing Potential of Each Site

Stage A – Calculating the theoretical site potential

Analysis of the density of new developments since 2001 has shown that in the majority of areas development has been above 30dph and in some areas over 100dph. These densities will be applied to give a theoretical capacity for each site. This will not take into account any reductions due to policy constraints, access, slope etc.

Density Zone	Theoretical Density (dwellings per hectare)	Definition
Town Centre	At least 100 dph	The centre of a town as defined in Local Plans plus a zone up to 400m from the edge of this town centre area.
Suburban	At least 50 dph	The remainder of the built up urban area
Village/Rural	At least 30 dph	All other areas outside of the main urban areas

Stage B – Onsite Estimate of Potential

The guidance states that *as a minimum all sites identified in the desk-top review should be visited*. At the time of the site survey, an estimate of the number of units that could be accommodated on a site should be made to aid in the final assessment of the site potential. This should be based on the character of the surrounding area, make allowances for access roads and other physical constraints observed on site and have regard to existing or emerging local planning policies.

For example, if a site is within an area of predominantly flatted development then it may be fair to assume that the site will also be developed for flats and therefore an assessment should make allowance for this. Conversely a site in a suburban area of a town with many detached/semi detached dwellings is less likely to be developed for flats.

If there are any existing dwellings on the site this should be documented to enable the net number of dwellings to be recorded.

Stage C – Final Assessment of Potential

This stage will pull together all the desktop and constraints information gathered on a site to make an assessment of the number of dwellings that could be provided on a site. Sample schemes that have been developed previously will be used to give an idea of the type of development that is viable and therefore inform the assessment of potential.

The final assessment should be undertaken using all of the constraint / site character information to arrive at a total. This constraint information should be used along side the initial theoretical assessment and the on site assessment produced in Stages 1 and 2 respectively. In addition, the sites identified by developers and land owners should contain their estimate of how many

dwellings they want to provide on the site which should be considered when arriving at the final estimate of the site potential.

