



Caerphilly County Borough  
2nd Replacement Local Development Plan Up to 2035

# Call for Candidate Sites Submission Form Guidance Notes

*January 2021*







Caerphilly County Borough Council  
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Up To 2035

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### Introduction

A **candidate site** is a site submitted to the Council by an interested party (e.g. developer or landowner) for potential inclusion as an allocation in the 2<sup>nd</sup> Replacement Local Development Plan (LDP). These guidance notes provide information on the process for submitting candidate sites.

It is important to note that the submission of a Candidate Site does not represent a commitment on the part of the Council to take sites forward into the 2<sup>nd</sup> Replacement LDP. Sites will be subject to a robust assessment and only those that score highly in respect of sustainability, deliverability and are in accordance with the 2<sup>nd</sup> Replacement LDP Strategy will be allocated.

The submission form has been prepared having regard for the South East Wales Strategic Planning Group's methodology paper (July 2018), which was prepared to provide consistency for local planning authorities in the South East Wales region in undertaking site assessments, and the Development Plans Manual (March 2020, Edition 3), which provides detailed guidance on the candidate sites process.

### What types of sites can be submitted?

Landowners/proposers are welcome to submit sites for the range of uses that the plan makes provision for. This includes, but is not limited to, land for:

- Housing;
- Employment;
- Retail;
- Community Facilities;
- Tourism and Recreation;
- Renewable Energy;
- Gypsy and Traveller sites;
- Transport Infrastructure;
- Waste;
- Education;
- Health, Education and Social Care;
- Biodiversity;
- Green infrastructure;
- Minerals.

### Threshold for Candidate Sites

The Council will only seek to allocate sites for housing that have the capacity to accommodate 10 or more dwellings or are a minimum of 0.5 Ha in gross site area. This aligns with the definition of 'major development' in the Town and Country Planning legislation.

For other uses, the threshold will be that the site can accommodate a building with a minimum floor space of 1,000sq m and/or the site is 1 Ha or greater in gross site area.

Sites under the 10 dwelling/0.5 Ha threshold for residential or 1,000 sq m floorspace/ 1Ha for other uses will be classified as 'small sites'. All small sites that are submitted will be included within a Candidate Sites Register.

Small sites will be subject to an initial filtering exercise to assess them against major constraints. Small sites that adjoin or lie in close proximity to existing LDP settlement boundaries will be considered as part of a settlement boundary review to determine if they are appropriate for inclusion within the settlement boundary, having regard to the 2<sup>nd</sup> Replacement LDP development strategy. Small sites that are proposed for housing and pass the initial assessment will also be included within the local authority's register of suitable sites for RSLs, SMEs and the custom and self-build sector.

### **Site submitted as part of the adopted LDP (Up to 2021) or Withdrawn Replacement LDP (Up to 2031)**

Any candidate sites submitted as part of the call for candidate sites for the adopted LDP in 2005/6 or Replacement LDP in 2013/14 will need to be resubmitted as part of the review. This will include the re-submission of any sites currently allocated in the adopted LDP that have not yet been developed. If existing sites in the adopted LDP are not re-submitted, they will not be considered further.

If a candidate site was ruled out previously, or the site was allocated but has not been developed, the new submission should consider the reasons why the site was not taken forward and provide any additional information (e.g. surveys) to explain how any constraints can be overcome and why the site is suitable for allocation.

### **Candidate Sites Register**

After the close of the Candidate Sites Submission period, a register of submitted sites will be prepared. This site register will be made available for public inspection as part of the evidence base for the 2<sup>nd</sup> Replacement LDP.

### **What types of sites are likely to be acceptable?**

The Council will only allocate sites that adhere to national planning guidance as set out in Welsh Government Planning Policy Wales (PPW) and the Technical Advice Notes (TANs).

Before submitting candidate sites, site promoters should be aware of the following considerations:

- New house building and other new development (retail, employment etc) in the open countryside, away from established settlements, should be strictly controlled. Sites proposed in isolated locations away from defined settlements are unlikely to be acceptable.
- Sites that are subject to international or national designations for biodiversity (Special Area of Conservation, Site of Special Scientific Interest or National Nature Reserve) will not be acceptable.
- Proposals for highly vulnerable development (which includes housing, public buildings and emergency services) within the highest risk areas of the flood plain will not be permitted.

In selecting sites, PPW is clear on the types of location that will be acceptable for built development. Specifically, it states that in identifying sites to be allocated in development plans, local planning authorities should follow a **search sequence**, prioritising previously developed land (brownfield) and/or underutilised sites within settlements in the first instance; then suitable and sustainable greenfield sites within or on the edge of settlements. Sites in the open countryside, including new settlements, must only be considered in exceptional circumstances.

Whilst the Council will still seek to allocate deliverable brownfield land and buildings in the first instance, it should be noted that many of the large brownfield sites allocated in the current adopted LDP have now been developed. The Council will therefore need to consider the release of greenfield sites on the edge of settlements where insufficient deliverable brownfield sites are available to meet future requirements.

## Supporting Information

Welsh Government requires the site promoter to provide all relevant information pertinent to a site in order that the site can be assessed properly. Site promoters should answer each question as fully as possible and provide supplementary information where necessary. If the answer to any questions is currently unknown, site promoters may wish to carry out further assessments or surveys where necessary in to address this.

It is acknowledged that there is a cost associated with the preparation of supplementary information (e.g. ecological studies, traffic impact assessments, strategic flood consequences assessments, drainage studies etc) and site promoters will have concerns about commissioning surveys prior to the publication of the preferred strategy, without the certainty of knowing where future growth is likely to be acceptable. The Council consider that the level of information submitted should be proportionate and, at this initial site submission stage, it is not expected that the candidate site submission should be accompanied by the level of information that would be expected to support a planning application, although inclusion of such detail at this point will assist in the processing of the submission.

However, if a site promoter is aware of a significant constraint (e.g. part of the site is within the flood plain, or the site has ecological value, or it is within a high-risk coal mining area) then it is within the site promoters interests to submit information in respect of this constraint alongside their site submission. The early identification of any issues will help the proposer, the Council and statutory consultees to identify appropriate mitigation measures to alleviate potential problems. Sites included in the 2<sup>nd</sup> Replacement LDP must be realistic, appropriate and be founded on a robust and credible evidence base, and therefore the more information that can be submitted to demonstrate that a site is suitable, the greater the likelihood of a site being included.

Further surveys may be required to support the promotion of candidate sites at a later stage, such as ecological surveys, arboricultural surveys, strategic flood consequences assessments, drainage studies, coal mining risk assessments, traffic impact assessments, air quality impact assessments, and any other information that may be required to demonstrate that a site is deliverable. The responsibility of undertaking relevant technical work to support a sites inclusion in the plan, including financial costs, resides with the site promoter.

The LPA may seek a detailed viability appraisal on your site prior to Deposit stage in order to demonstrate whether it is financially viable. The viability assessment would need to be prepared in accordance with guidance set by the LPA using an agreed viability model. Failure to submit a viability appraisal may result in your site not being included in the Deposit 2<sup>nd</sup> Replacement LDP.

It is the duty of site promoters to engage positively in the plan preparation process at all stages, working with the LPA to ensure that the relevant information is available at the appropriate stage.

## Completion of the form

The Council must receive all completed submission forms no later than **31<sup>st</sup> August 2021**. This deadline will allow sufficient time for site proposers to compile any relevant information they may require to supplement their case and undertake the consultations with relevant parties such as statutory undertakers. Submission forms received after this date will not be considered for inclusion with the Plan.

The section below provides key information and signposting to mapping and other data, allowing site promoters to respond to those questions that require further clarification, or where further information is available.

### **Contact details**

Please provide relevant contact details, including agent details if an agent is nominated to act on behalf of the landowner. Agents will receive all LDP correspondence on behalf of the site promoter.

### **Site Details**

The plan submitted with the site should be on an Ordnance Survey base and contain the following information:

An outline of the site submitted in **Red**

Any additional land in the ownership of the proposer outlined in **Blue**

Any private access routes under the control of the proposer in **Green**

### **Planning**

Planning Status – please identify if the site is allocated in the adopted LDP for a specific use and/or whether it has planning permission. The online proposals map for the LDP will provide details of this: <http://caerphilly.opus3.co.uk/ldf/maps>

Site planning history – please record any previous or current planning applications related to the site, including the application number and decision. Information on past applications is available on: <https://publicaccess.caerphilly.gov.uk/PublicAccess/>

Pre-application discussions – please provide information on any correspondence or meetings regarding the site prior to the submission of a planning application, including any reference numbers and details of what was proposed.

Previous Candidate Site submissions – a ‘call for candidate sites’ was issued in 2005/6 for the adopted LDP and in 2013/14 for the withdrawn Replacement LDP. If sites were submitted as part of this process, please provide the reference number and any other relevant information.

### **Ownership**

Proposers of land should indicate if they own the site which they are submitting. Where the proposer wishes to submit land for inclusion, but they do not own the entire site, they should identify how this will be achieved. Has the landowner been contacted and agreed to the potential development of the site? If so, the proposer of the land should provide evidence to this effect.

If multiple landowners are involved, please provide an Ordnance Survey Plan clearly identifying the parcels of land owned, and contact details of all owners.

If the site is within public ownership, details should be provided on whether there is agreement that the site is available for disposal.

Details on any restrictive covenants or other legal issues should also be provided.

### **Site Suitability**

#### **Site Condition**

D1 Previously Developed Land - The definition of previously developed land can be found on page 38 of Planning Policy Wales (Edition 10):

<https://gov.wales/sites/default/files/publications/2018-12/planning-policy-wales-edition-10.pdf>

## **Pollution**

- D7 Amenity Impacts of Neighbouring Uses – Consideration should be given to individual wind turbines within 500m of the site, and the cumulative effect of multiple turbines (wind farms) within 2km.
- D9 Air Quality Management Areas - The location of the two Air Quality Management Areas in the County Borough can be found at: <https://www.caerphilly.gov.uk/Services/Environmental-health-and-pollution/Pollution/Air-quality>
- D10 Landfill sites – The location of historic landfill sites can be found at: <http://lle.gov.wales/catalogue/item/HistoricLandfillSites/?lang=en>

## **Flood Risk**

- D11 TAN 15: Development and Flood Risk - The latest Development Advice Maps can be found on the Natural Resources Wales (NRW) website: <https://naturalresources.wales/evidence-and-data/maps/long-term-flood-risk/?lang=en> The 2004 version of TAN 15 defines 'high risk areas' as Zone C of the Flood Plain. In Zone C2, highly vulnerable development such as housing should not be permitted. All other new development should only be permitted if it can be justified in accordance with the tests in Section 6.2 of TAN 15. Welsh Government has recently consulted on a revised draft of TAN 15 (Development, Flooding and Coastal Erosion). The flood zones have been reclassified within the updated TAN 15 – the highest risk area is Zone 3. Similar requirements on respect of highly vulnerable and less vulnerable development apply.
- D12 Susceptibility to surface water flooding (D12) – Information on Surface Water Flooding can be found on the NRW website: <https://naturalresources.wales/evidence-and-data/maps/long-term-flood-risk/?lang=en>
- Proposers of sites that are deemed suitable for further consideration in the candidate site process will be required to provide further information in respect of sustainable drainage systems (SuDS). Further information on the requirements can be found at: [https://www.caerphilly.gov.uk/Services/Roads-and-pavements/Flood-risk-management/Sustainable-Drainage-Approval-Body-\(SAB\)](https://www.caerphilly.gov.uk/Services/Roads-and-pavements/Flood-risk-management/Sustainable-Drainage-Approval-Body-(SAB))
- D13 Further information regarding culverts can be obtained from the Council's Drainage section <https://www.caerphilly.gov.uk/Services/Roads-and-pavements/Flood-risk-management>

## **Natural Heritage**

- D14 Areas of International or National Importance for Biodiversity – Details of international and national designations can be found on the LDP constraints map:
- Sites of Special Scientific Interest (SSSI) <http://lle.gov.wales/map#!=1356>
  - Special Areas of Conservation (SAC) <http://lle.gov.wales/map#!=12>

If the site would affect a SAC, an Appropriate Assessment must be submitted.

If the proposal would affect an SSSI, an ecological survey may be required, together with an impact assessment to provide details of how the development will affect the important features of the sites. Data can be obtained from Caerphilly CBC Countryside section. NRA

and the South East Wales Biodiversity Records Centre (SEWBERC):  
<http://www.sewbrec.org.uk/data-enquiries-folder/enquiries/data-enquiries-2019.page>.

- D15 Locally Designated Sites – Details of Local Nature Reserves and Sites of Importance for Nature Conservation can be found on the LDP proposals map:  
<http://caerphilly.opus3.co.uk/ldf/maps>
- D16 Protected or Priority Species or Habitats – data can be obtained from the South East Wales Biodiversity Records Centre (SEWBREC): <http://www.sewbrec.org.uk/data-enquiries-folder/enquiries/data-enquiries-2019.page>. If records indicate species or habitats of ecological value, the candidate site submission should be supported by a Phase 1 Ecological Survey prepared by a competent ecologist.

### ***Landscape and Open Spaces***

- D18 Local Landscape designations – Information on Special Landscape Areas and Visually Important Local Landscapes can be found on the LDP proposals map:  
<http://caerphilly.opus3.co.uk/ldf/maps>
- D19 Green Wedges - Information on Green Wedges can be found on the LDP proposals map:  
<http://caerphilly.opus3.co.uk/ldf/maps>
- D20 Tree Preservation Orders – Information on trees and woodlands subject to Tree Preservation Orders (TPOs) can be found on:  
<https://www.arcgis.com/apps/webappviewer/index.html?id=8fbe45e163664775819414bd3b5029c4>
- D22 Best and Most Versatile (BMV) Agricultural Land – If the site includes Grade 1, 2 or 3a BMV agricultural land, then an Agricultural Land Classification Survey may be required. Please see:  
<http://lle.gov.wales/map/alc2>

### ***Public Rights of Way***

- D24 Details of Public Rights of Way (PROW) and claimed Rights of Way can be obtained from the Council's Rights of Way department: <https://www.caerphilly.gov.uk/Services/Roads-and-pavements/Public-rights-of-way>

### ***Minerals***

- D25 A Map of coal mining constraints can be found at:  
<http://mapapps2.bgs.ac.uk/coalauthority/home.html>  
If a site is within a Development High Risk area, a Coal Mining Risk Assessment will be required to assess the impact of any former mining activity on the site.
- D26 Minerals safeguarding areas for sandstone and limestone can be found on the LDP proposals map: <http://caerphilly.opus3.co.uk/ldf/maps>

### ***Heritage***

- D27 Listed buildings – A map of all listed buildings within the County Borough can be found at:  
<http://lle.gov.wales/catalogue/item/ListedBuildings/?lang=en>

- D28 Conservation Areas - A map of all conservation areas can be found at:  
<http://lle.gov.wales/catalogue/item/ConservationAreas/?lang=en>
- D29 Scheduled Ancient Monuments - A map of all scheduled ancient monuments (SAMs) within the County Borough can be found at:  
<http://lle.gov.wales/catalogue/item/ScheduledAncientMonumentsInWales/?lang=en>
- D30 Historic Landscapes – Information on the location of Historic Landscapes, Historic Parks and Gardens can be found on the LDP constraints map:  
<http://caerphilly.opus3.co.uk/ldf/maps>

### ***Utilities***

- D31 Utilities - For each service, proposers should indicate yes or no. If the answer is no, please provide an explanation of how access to the service will be obtained. Details should also be provided (if known) with regard to whether there is capacity of these services to serve the proposed development.

### ***Highways and Transportation***

- D33 Active Travel – The Active Travel Integrated Network Map can be found here:  
<https://www.caerphilly.gov.uk/CaerphillyDocs/Consultations/Active-Travel-Plan/ActiveTravelIntegratedNetworkMapsHiRes.aspx>
- D35 Strategic Highways Network - The road hierarchy can be found in Appendix 16 of the LDP:  
<https://www.caerphilly.gov.uk/CaerphillyDocs/LDP/Appendices-to-Written-Statement.aspx>
- D37 Traffic Generation – the thresholds are set out in Annex D of TAN 18:Transport:  
<https://gov.wales/sites/default/files/publications/2018-09/tan18-transport.pdf>

### ***Climate Change***

- D38 Energy generating technologies – site proposers should provide details on any proposals for the use of low or zero carbon energy generating technologies within the site.
- D39 Climate Change Mitigation and Adaption – site proposers should explain what measures are proposed to reduce carbon emissions as part of development e.g. construction methods, Electric Vehicle charging points, orientation of dwellings, proximity to public transport and active travel routes, use of green infrastructure etc.