

Candidate Site Submission Form Guidance Notes

Introduction

- A. Pembrokeshire Coast National Park Authority is revising its Local Development Plan. It will update planning policies and proposals to guide development in the National Park up to 2031 and once adopted will replace the current Local Development Plan. As such, the revision will be important to many people, organisations and developers as it will set out the future framework for making decisions on planning applications.
- B. As part of evidence gathering to inform the revision of the plan, the Authority is inviting the public, landowners and developers to submit details of sites that they wish to be considered for any use or reuse. The sites identified are referred to as Candidate Sites and can be nominated for a particular land use including:
- Housing (including affordable housing)
 - Employment
 - Retail
 - Commercial
 - Leisure/recreation
 - Gypsy and Traveller accommodation
 - Mixed use proposals
- C. The Authority may also put forward sites for inclusion. Any such submissions will be assessed in the same way as all other site submissions. **Landowners of land already allocated in the current Plan (with or without planning permission) which has not yet been developed will need to complete this form to update the necessary information if they wish their land to be considered for re-allocation in the replacement Plan.**

Please note that this is part of an information gathering exercise and there is no commitment that all Candidate Sites will be taken forward into the Replacement Local Development Plan as they will need to meet the criteria based assessment. (See Candidate Sites Assessment Methodology Background Paper).

There is no charge from the National Park Authority for assessing Candidate Sites. (Please note that the Authority charges for photocopying and printed copies of documents that are available online. Charges from other bodies may apply).

Points to Note

- The information obtained will help to establish the availability of land and provide a starting point for assessing the site's suitability for the replacement Local Development Plan.
- Revising the Local Development Plan is a new process. Land allocated in the current Local Development Plan (Adopted in 2010) will **not** automatically get carried over into the replacement Plan. Consequently these sites should also be submitted as Candidate Sites.
- The Authority wishes to encourage as many Candidate Sites as it can during this early stage of the review. It is also vitally important, however, that submissions are made in a

robust manner in terms of supporting information. The submission form therefore is comprehensive in seeking information on the candidate site(s) being promoted. The provision of as much information as possible will assist the Authority in appraising and assessing the sites, although it is understood that it may not be possible to answer all the questions on the form. In instances where the Authority considers insufficient information has been submitted, further information may be requested. The submission of additional information will need to meet strict deadlines.

- iv. The potential for the sites that are allocated in the Replacement Local Development Plan to be delivered within the Plan period will be thoroughly scrutinised through the Examination process. Candidate Site submissions should be accompanied with accurate and credible evidence to demonstrate the landowner's/developer's intentions to develop the site, and sufficient data to allow a robust assessment to be made including affordable housing contributions, community infrastructure and that the development is financially viable.
- v. Ordnance Survey plans can be purchased on-line via the Welsh version of the Planning Portal Wales website or Ordnance Survey website or from other sources including bookshops. Also, existing LDP maps can be used and are available to download from the Authority's website.
<http://www.pembrokeshirecoast.org.uk/default.asp?PID=546>
- vi. Sites will be listed in a **Candidate Sites Register** and published alongside the Preferred Strategy (Spring 2017). This will include details of the site location, proximity to local services, accessibility, provision of infrastructure and whether or not the site complies with the draft Preferred Strategy of the Plan.
- vii. Further details will be added to the Register at the Deposit stage of the Plan (Spring 2018) recording the case submitted by the proposer of the site and any objector cases for deletion, along with the Authority's reaction.

Completing the Form

- D. Please complete **all** questions if possible. Where insufficient information has been submitted, the Authority may request that it be provided in order to properly consider the site. It will be important to ensure that this is done within the required time-frames. Deadline for submission is 4.30 pm on 25 November 2016, via post or by email to devplans@pembrokeshirecoast.org.uk

Section 1

Site Details - What to include in your submission

- E. The minimum information required for each submission to be considered must include:
- A completed Candidate Site submission form. A new form must be completed for each separate site submitted.
 - An up to date plan of the site (preferably on an OS base, scale 1:1250 or 1:2500) with the site edged with a **RED** line and a **BLUE** line drawn around any immediately adjoining land in the same ownership.
 - Any additional information relevant to the site that would be useful in considering its suitability for development.
 - Site size – in line with the approach taken in the existing Local Development Plan and in

Joint Housing Land Availability Studies land will be allocated for sites of 5 or more residential units. This roughly equates to 0.15 hectares (0.37 acres) in size. Sites which are unlikely to accommodate 5 or more houses will not be carried forward as candidate sites into the next stage of assessment. In order to determine site capacity all sites will be assessed based on an indicative density of 30 houses per hectare. Sites which fall below this threshold may be considered as part of a Centre boundary review to determine if they are suitable for inclusion within the Centre boundary.

- Site size for proposals other than housing should be a minimum of 0.15ha. Sites over 2ha are generally not considered appropriate within the National Park although they will be assessed if submitted.
- Candidate Sites proposed for community use but not under community ownership should be supported with evidence as to probability, e.g. how likely is it that the landowner will sell or release the land or is the necessary funding available or been promised.

General Information

1. **National Park Designation** – The National Park Purposes are set out in the 1995 Environment Act and are fundamental to the work done by the National Park Authority and other bodies working in the National Park. The Purposes are:

- **Conservation and enhancement** ‘to conserve and enhance the natural beauty, wildlife and cultural heritage of the National Parks’.
- **Understanding and enjoyment** ‘to promote opportunities for the understanding and enjoyment of the special qualities [of the Parks] by the public.’

These are underpinned by the Sandford Principle which asserts the primacy of the first Purpose over the second in cases of irreconcilable conflict. Reflecting that National Parks are living landscapes with a resident population, there is also a **duty** in taking forward the Park Purposes to: ‘foster the economic and social well-being of local communities, within the National Park’. This duty should be fulfilled in the pursuit of National Park Purposes.

See the National Park Management Plan -

<http://www.pembrokeshirecoast.org.uk/default.asp?PID=196>

Supplementary Planning Guidance produced by the National Park Authority relating to landscape matters may also assist -

<http://www.pembrokeshirecoast.org.uk/default.asp?PID=250>

2. **Special qualities** – these are the characteristics and features of the National Park which individually or in combination contribute to making this National Park unique. For further information please see the National Park Management Plan [http://www.pembrokeshirecoast.org.uk/Files/files/Management%20Plan/Final%20Management%20Plan%202015-19/National%20Park%20Management%20Plan%202015-2019%20\(Eng\)%20www.pdf](http://www.pembrokeshirecoast.org.uk/Files/files/Management%20Plan/Final%20Management%20Plan%202015-19/National%20Park%20Management%20Plan%202015-2019%20(Eng)%20www.pdf)

Also Policy 8 of the current Local Development Plan:

<http://www.pembrokeshirecoast.org.uk/Files/Files/Dev%20Plans/LDPTextEng/LDP4A.pdf#tart>

3. **Rural Exception Sites and Affordable Housing** – for further information please see the

Authority's Supplementary Planning Guidance on Affordable Housing:
<http://www.pembrokeshirecoast.org.uk/default.asp?PID=666>

Also Section 9.2 of Planning Policy Wales (Edition 8, January 2016) published by the Welsh Government:

<http://gov.wales/docs/desh/publications/160104ppw-chapter-9-en.pdf>

And Technical Advice Note 2 (2006) also published by the Welsh Government:

<http://gov.wales/topics/planning/policy/tans/tan2/?lang=en>

Section 2: Land Use/Planning

4. **Existing Buildings** – if the building is not being used it would be helpful to provide brief details about its state of repair – is it a ruin, does it have a roof, could it be used in its current state etc.
5. **Planning permission** – details of planning applications can be sought from the Authority. Please contact the Development Plans team by ringing the main Office at Pembroke Dock or email devplans@pembrokeshirecoast.org.uk

Section 3: Accessibility

6. **Rights of Way** – the definitive public rights of way map is available on Pembrokeshire County Council's website –
http://www.pembrokeshire.gov.uk/content.asp?nav=1626,109,139&parent_directory_id=646&id=26774&textonly=true
7. **Open Space** – many open spaces are shown on the proposals map of the existing Local Development Plan. (*Please note that not all of the open spaces shown are available for public use at all times*).
<http://www.pembrokeshirecoast.org.uk/Files/files/Mapping/Pages/LDPMMap.html>

Also consider open access land, beaches or other areas where the public generally has access.

8. **Community Facilities** – these can include for example: convenience shop, post office, sports ground, primary school, pub, community hall, place of worship, letter box.
9. **Public Transport** – details of bus and train routes and regular stops are available from Pembrokeshire County Council's website –
<http://www.pembrokeshire.gov.uk/content.asp?nav=838,1629>

Section 4: Environment

10. **Brownfield/Greenfield Sites** – information about what is defined as previously developed (or brownfield) land can be found in Planning Policy Wales; Figure 4A (page 70) -
<http://gov.wales/docs/desh/publications/160104ppw-chapter-4-en.pdf>
11. **Development and Flood Risk – Technical Advice Note 15 (TAN15)** – this document is published by the Welsh Government and can be found on their website -
<http://gov.wales/topics/planning/policy/tans/tan15/?lang=en>

Also see the Welsh Government Development Advice Maps which show flood risk areas – <http://data.wales.gov.uk/apps/floodmapping/>

Refer also to the relevant Shoreline Management Plan for the area:

- West of Wales Shoreline Management Plan (for the area from St Anne's Head to Poppit)

http://www.westofwalesmp.org/content.asp?nav=23&parent_directory_id=10

- South Wales Shoreline Management Plan (for the area from St Anne's Head to Pendine)

<http://www.southwalescoast.org/content.asp?id=58>

These documents identify existing and future flooding potential for sections of the coastline, taking into account predicted climate change and sea level rise.

12. **Landscape designations** – these can include – Heritage Coast, Conservation Areas, Historic Parks and Gardens, Historic Landscape Areas (see also point 13 below).
<https://naturalresources.wales/conservation-biodiversity-and-wildlife/find-protected-areas-of-land-and-seas/?lang=en>

The following documents may also be useful which are available on the National Park Authority's website –

- Landscape Character Assessment (June 2011)
- Settlement Capacity Study (December 2007) with 2008 updates.

<http://www.pembrokeshirecoast.org.uk/default.asp?PID=249>

<http://www.pembrokeshirecoast.org.uk/default.asp?PID=614>

13. **Designated sites** – these can include – Special Areas of Conservation, Special Protection Areas, Sites of Special Scientific Interest, National Nature Reserves, Marine Nature Reserves, Local Nature Reserves, Ramsar Sites, Geological Conservation Review Sites. Further information should be sought from Natural Resources Wales.
(<https://naturalresources.wales/conservation-biodiversity-and-wildlife/find-protected-areas-of-land-and-seas/?lang=en>)

14. **Historic/Archaeological Designations** – these include Historic Landscapes (included on the Historic Landscapes in Wales and Register of Historic Parks and Gardens in Wales), Scheduled Ancient Monuments and Listed Buildings. Further information can be sought from Dyfed Archaeological Trust.
<http://www.dyfedarchaeology.org.uk/>
Also see Cadw - <http://cadw.gov.wales/?lang=en>
And Historic Landscapes, Parks and Gardens -
<http://cadw.gov.wales/historicenvironment/protection/historiclandscapes/?lang=en>

15. **Views** – detail locations where the site can be seen from; whether it is visible in long-distance views or from particular view-points such as the Coast Path or higher vantage points. Also existing views into or through the site which feature particular defining characteristics or important features.

16. **Contamination** – the following website provides information about contaminated sites –
<https://www.gov.uk/contaminated-land/overview>
Please note that sites can be contaminated from uses or previous uses on the land or on land adjacent to the site.

17. **Agricultural Land Classification** – for further information see the Welsh Government's website:

<http://gov.wales/topics/environmentcountryside/farmingandcountryside/agricultural-land-classification/?lang=en>

Section 5: Infrastructure, Utilities and Deliverability

18. **Infrastructure and Services** - you will need to contact the utility providers –
- Water and Sewerage – Dwr Cymru/ Welsh Water operate a pre-planning service. Please note that Dwr Cymru/Welsh Water charge a fee of £155 for this service. Details can be found at:
<http://www.dwrcymru.com/en/Developer-Services/Pre-Planning.aspx>
 - Electricity – Western Power <https://www.westernpower.co.uk/>
 - Gas – National Grid <http://www2.nationalgrid.com/uk/>
 - Telecommunications – British Telecommunications or other providers
12. **Site Access** – If the site is accessed directly from a Trunk Road then you will need to contact the Trunk Road agency - <http://www.southwales-tra.gov.uk/default.aspx?page=10982>
For other highway matters please contact the Engineering Development Control section of Pembrokeshire County Council.
13. **Deliverability** – this will be scrutinised thoroughly through the Examination process to ensure that sites allocated in the Replacement Plan are brought forward for development. Include here all information to show when the site can be delivered. Information which may assist the Authority to show commitment to developing the site includes contact with infrastructure providers such as Dwr Cymru/Welsh Water, the Highway Authority etc; whether any feasibility work has been undertaken; discussions with Housing Association for delivery of affordable housing etc. Details of market-testing, interested developers and investors would also be helpful.

Section 6: Site Sustainability

14. See Appendix 2 of the Scale and Local of Growth Background Paper to the Local Development Plan (1st Review) for a list of Centres –
<http://www.pembrokeshirecoast.org.uk/Files/files/Dev%20Plans/LDP2/background%20papers/Scale%20and%20Location%20of%20Growth%20Paper%20January%202016.pdf>
15. **Sustainability** – the Welsh Government has set out the national Planning Policy on Sustainability in Chapter 4 of Planning Policy Wales -
<http://gov.wales/docs/desh/publications/160104ppw-chapter-4-en.pdf>
In particular see section 4.7 of this chapter which relates to sustainable settlement strategy and locating new development.

Section 7: Community Issues

15. **Community Issues** – a list of contacts for Town and Community Councils is available from Pembrokeshire County Council's website -
http://www.pembrokeshire.gov.uk/content.asp?nav=101,1583&parent_directory_id=646

What Happens Next?

- Each site submission will be allocated a unique reference number.
- We will acknowledge receipt of each site you submit.
- The site details will be entered onto the **Candidate Site Register**.

Please note that submissions cannot be treated as confidential.

- Your details will be added to the Authority's Local Development Plan mailing list.
- We may contact you for more details or information about your site.
- We may wish to visit your site and will contact the landowner for permission to do so.
- Each site will be assessed and you will be notified of the outcome of that assessment as part of the Local Development Plan Preferred Strategy Consultation (estimated April/May 2017).

Closing Date for Submissions

For Candidate Sites to be considered as part of the Local Development Plan revision process the submission form and accompanying plan must be returned by 4.30 pm on 25 November 2016, via post or by email to devplans@pembrokeshirecoast.org.uk

Further Information & Contacts

For further assistance on the Candidate Sites process or the Local Development Plan Revision in general please

-  check out our website (PCNPA.org.uk)
-  email devplans@pembrokeshirecoast.org.uk or
-  contact the Park Direction team at the National Park Offices on 01646 624800.