

# Candidate site

## Guidance Note

The following guidance note seeks to provide support to proposers of land and other interested parties on the information required as part of the Candidate Site process.

**This process is an evidence gathering exercise. In accepting submissions, the Council makes no guarantee that the Candidate Site will be included (Allocated) in the Replacement Local Development Plan (LDP) as they will need to meet the criteria-based assessment that will follow (see the Candidate Site Assessment Methodology for more information).**

Preparing a Replacement LDP is a new process. **Land currently allocated in the current LDP will not automatically be included in the Replacement LDP.** Consequently, these sites should also be submitted as Candidate Sites.

### ■ What do you need to include in your submission?

The Candidate Site form sets out all the information we require to make a robust assessment. It is therefore important that you can provide information for each section of the form. You will also need to provide a map of the proposed site for the proposal to be registered.


Please remember a **separate form must be completed for each individual site submitted.**

If you have any problems, please contact a member of the planning policy team for advice:

✉ [LDP.consultation@newport.gov.uk](mailto:LDP.consultation@newport.gov.uk) or  
☎ 01633 656656.

### ■ Where can you access the information required?

While most of the information will be readily available to you there is a lot of information required that can be accessed via an online mapping tool at: <http://my.newport.gov.uk/myNewport.aspx>

Where a map symbol  is used in this guidance note, this means that the data is available on the mapping tool noted above. If you have any technical problems accessing this information, please contact a member of the planning policy team.

**The form has 8 sections and guidance for each section is set out below.**



## Section 1&2:

### Proposer and Agent details

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It is important that full contact information is provided to be able to maintain contact over the development of the plan period.

If a submission is received the information is placed on the LDP database and you shall be kept informed of the next stages of the LDP and the opportunities to engage. Please keep the team informed of any changes to your contact details.

## Section 3:

### Candidate site details

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In order for the site to be registered you will need to submit a location plan, on an up-to-date ordnance survey based map, showing the outline of the site in **red** and any additional land in the ownership or control of the Proposer in **blue**.

The plan should have a scale of 1:1250 or 1:2500, or be an appropriate scale to show the site and surrounding context.

Ordnance survey maps can be purchased from [www.ordnancesurvey.co.uk](http://www.ordnancesurvey.co.uk).

If you are able to provide the site plan in Geographical Information System (GIS) format, we would welcome that (*preference is for ESRI shapefile*)

#### 3.1 Site name

Please provide a suitable name for the site, this is usually based on the site's location.

#### 3.2 Address or site location

Please provide the full address of the site including post code or grid reference

#### 3.3 Area of the site (hectares)

Candidate Site submissions must meet the site threshold set out on the form. The total site area should be identified in hectares.

In addition, proposers of land should identify Gross and Net site area) whether the land being considered is brownfield (previously developed)<sup>1</sup> or greenfield.

**Gross site area** is the total land area including parking, open spaces etc.

**Net site area** is the land available for development, for non-residential uses e.g. employment land and retail this area should also include total floorspace (m<sup>2</sup>).

#### 3.4 Current use of the site

Submissions should identify the current land use of the site. This includes land uses such as residential, retail, employment, agriculture, mixed use, tourism and recreation etc. For mixed uses, please specify the range of uses.

#### 3.5 Proposed use(s) of the site

Submissions should identify the proposed land use of the site. This includes land uses such as residential, retail, employment, mixed use, retention of current use etc. For mixed uses, please specify the range of uses.

#### 3.6 Brief description of proposal

The number of dwelling units and density per hectare (dph), tenure split, mega watts, floor space, etc. will also need to be provided (as applicable).

#### 3.7 Planning history

Please state the sites current planning status and its planning history. If permissions were granted, why was the permission not implemented? If the permission was refused on what grounds? Have there been any pre application discussions about the site? Please provide planning reference numbers where possible.

#### 3.8 LDP planning history

Please choose yes or no. If relevant provide the reference for the Candidate Site or LDP allocation. If the site is a current LDP allocation, you should set out the reasoning behind why the site has not delivered at the rate set out in the LDP or not started.

<sup>1</sup> Please see Planning Policy Wales; Figure 4A (page 70) for the definition of previously developed land <https://gov.wales/planning-policy-wales>

## Section 4: Ownership

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### 4.1 - 4.2 Public land ownership

Proposers of public land will need to evidence that the site is identified in a published disposal strategy and /or through resolution for disposal. There should be a clear commitment to bring the site forward within the plan period.

### 4.3 Site ownership

Proposers of land must indicate if they own the site which they are proposing.

### 4.4 Other landowner notification

Where the proposer wishes to consider land for inclusion for development in the LDP, but they do not own the entire site, they should identify how this is to 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.

### 4.5 Developer

Please note whether the proposer is the intended developer of the site. More details can be provided in section 8.3.

### 4.6 Control of adjoining land

Proposers of land must identify any adjoining land which they own or control. Proposers should explain their interest and provide an up-to-date plan of the site, with the site edged in blue. This plan should be an OS based plan at 1:1250 or 1:2500 scale, or be an appropriate scale to show the site and surrounding context.

### 4.7 Multiple landownership

In addition to the site plan submitted for section 3: Site Details, please provide an Ordinance Survey Plan clearly identifying the parcels of land owned, and the contact details of all owners.

### 4.8 Legal constraints



Any legal constraints associated with the land that could constrain or prevent development should be explained, for example covenants.

## Section 5: Site suitability

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### 5.1 Site location:

The proposer must state whether the site is within, immediately adjoining, or closely related to an identified settlement. An identified settlement is that outlined by a settlement boundary. If it is not within an identified settlement please supply the distance from the nearest boundary.

- Urban boundary 
- Village boundaries 

### 5.2 Physical constraints and assets

Set out any physical or designated constraints affecting the proposal and its access and egress and a proportionate explanation as to how the site will deal with these constraints.

This should include but is not limited to:

- Topography
- Best and most versatile agricultural land 
- Public Rights of Way 
- Ancient woodlands 
- Tree preservation orders
- Mineral resource 
- Access
- Watercourses

### 5.3 Flood risk

Note whether the proposal is at risk from flood or would worsen flood risk offsite.

- Flood Map for Planning (flood risk zones) 

While regard still needs to be given to the Development Advice Map. The Flood Map for Planning forms the most up to date data for understanding flood risks. A Strategic Flood Consequences Assessment has been undertaken and informs the Council's approach for assessing the level of risk associated with Candidate Sites. If a site is within a emerging TAN 15 flood risk area (Flood Zones 2, 3 and TAN 15 Defended Zones) a Flood Consequence Assessment, proportionate to the development proposed, should be provided with the submission to explain how the proposal can justify and manage the flood risk at the site.

## 5.4 Ecological constraints

Set out any International, National and or Local ecological designations and protections affected by the proposal. This should include:

- Special Area of Conservation (SAC) 
- Special Protection Area (SPA) 
- Ramsar 
- Site of Special Scientific Interest (SSSI) 
- National Nature Reserves (NNR) 
- Site of Importance for Nature Conservation (SINC) 
- Local Nature Reserve (LNR) 
- Hedgerows
- Terrestrial Phase I Habitat Survey 

If a site is affecting (directly or indirectly) an ecological designation or protected species or habitat, an ecological impact assessment proportionate to the development proposed, should be provided with the submission to explain how the proposal will manage its impact as well as provide ecological enhancement.

## 5.5 Historic environment

Note whether the proposal has within its boundary or is within close proximity to, a historic asset, the setting of an historic asset and/or archaeologically sensitive area or has the potential for archaeology.

If it is not within the site area set out those assets which have the potential to be impacted by the proposal.

Access is available on the LDP Candidate Sites GIS mapping for the following historic assets:

- Conservation areas 
- Listed buildings 
- Scheduled ancient monuments 
- Landscape of outstanding historic interest 
- Archaeologically sensitive areas 

Access is available on the Welsh Archaeological Trusts mapping website [archwilio.org.uk](http://archwilio.org.uk) for the following information:

- Historic environment record

If a site is directly affecting a historic asset, a Historic Impact Assessment (HIA) proportionate to the development proposed, should be provided with the submission to explain how the proposal will impact on the asset, outline its significance, and how it will protect and enhance the asset.

## 5.6 Neighbouring uses – impact from adjacent sites

Note if the proposal is located adjacent or nearby development which can adversely affect the new development (e.g. noise, light, odour, dust, traffic pollution etc.) and how this will be managed.

If relevant cross boundary considerations must be noted.

This can include:

- Rail
- Major highways - e.g. trunk road network 
- Power lines
- Heavy industry
- Mineral works
- Waste facilities
- Music venues

## 5.7. Neighbouring uses – impact from proposed site

Note if the proposal is likely to give rise to adverse and polluting effects to adjacent uses and communities (e.g., noise, odour, light, dust, traffic etc.) and how this will be managed.



## 5.8. Site contamination

Site proposers should be able to provide information of historic land uses which may result in site contamination or pollution incidents reported on the site and any land instability issues that may be recorded.

This could be undertaken through an environmental search which could include the following information:

- Historic Landfill sites 
- Nitrate Vulnerable Zones 
- Environmental Pollution Incidents

## 5.9 Air quality

Note if the site is located within an Air Quality Management Area or planning buffer. Site proposers should also provide a simple assessment which should include:

1. A comparison of the current site's road traffic generation versus the proposed site's traffic generation (Net change in traffic and vehicle types), and
2. Outline those mitigation measures for the site so that the development avoids impacts on air quality.

Access is available on the LDP Candidate Sites GIS mapping for the following information:

- Air Quality Management Areas 
- Air Quality Management Area Planning Buffer Zones 

## 5.10. Community facilities



Note if the proposal would result in the loss of existing community facilities, environmental space or play space whether this provision is surplus to requirements and/or if any enhancements would be made.

Information on the provision of these facilities should be set out in section 6.4.

## 5.11. Any other known constraints

Note whether the proposal has any other relevant constraints, designations or assets that have not been outlined above. This may include, but is not limited to, surface water flood risk, coastal erosion, water resources, tranquil areas, geomorphological sites.

Access is available on the LDP Candidate Sites GIS mapping for the following information:

- Surface water flood map 
- Regionally important geological sites 

## 5.12 Other Comments on Site Suitability

The previous sections have outlined those key constraints however this is not an exhaustive list and there may be other relevant factors that impact the site that should be considered.

Please remember that the submission should be proportionate to the proposed development. It may be to highlight a constraint is satisfactory.

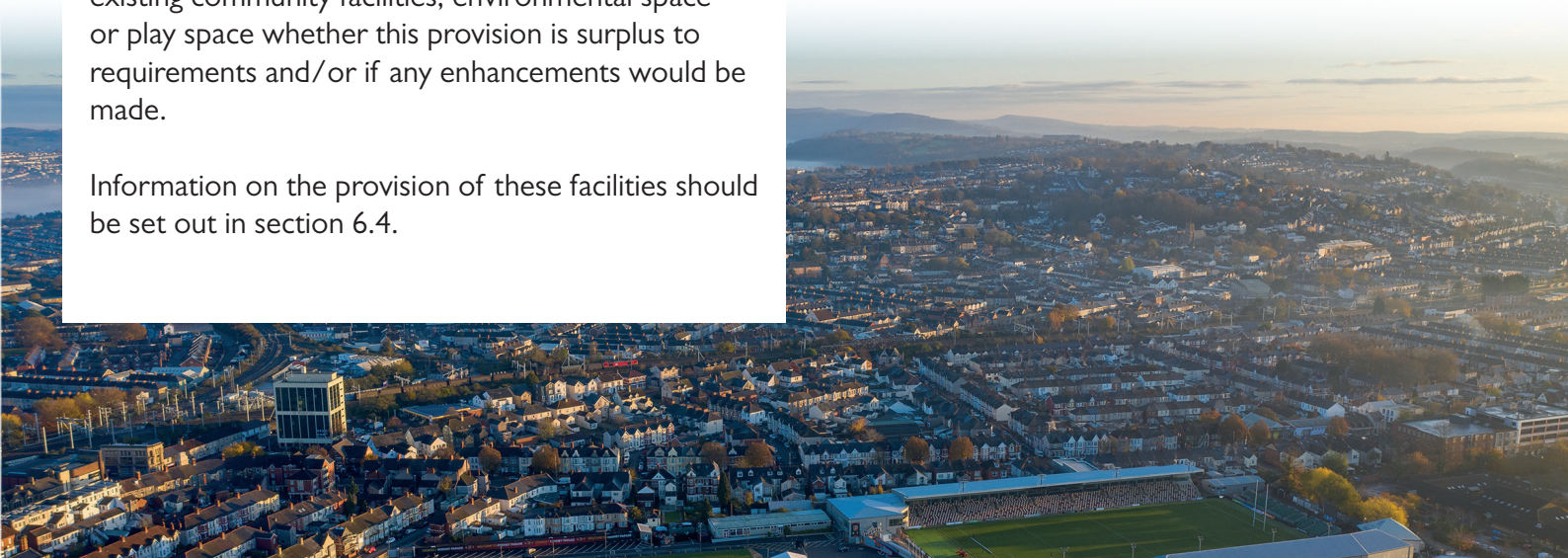
# Section 6: Infrastructure and Delivery

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## 6.1 Connection to services

Please tick the relevant boxes stating whether the site is readily capable of connection to each of the services outlined on the form. You may need to contact the relevant service provider for information.

If the proposal is not readily capable of connection to each or any of the services outlined, you should outline how this connection will be achieved.



## 6.2 Highway access

Note if the proposal is accessible from an existing highway network (stating the specific highway). If it is not accessible from an existing highway network, please provide the location of and details of new highway proposals. In addition, you should set out the capacity of the current highway and any need for improvements e.g. visibility splays, widening of roads, creation of pavements to allow pedestrian access etc.

If the site is accessed for a Trunk Road or affects the protected M4 relief road route (TR111) you are advised to contact Welsh Government Highways and provide the result of that consultation with your submission.

## 6.3 Sustainable travel

Sustainable travel includes walking, cycling and public transport such as buses and trains. Travel by ultra-low emission vehicles can also have an important role to play, particularly in rural areas with limited public transport.

Please provide information as to how the proposal meets the sustainable transport hierarchy set out in Planning Policy Wales<sup>2</sup>. In addition, the proposal should consider how the site can provide a network of safe and efficient cycle paths, pedestrian paths, bus stops, crossing points, cycle storage etc. Linking to surrounding community and environments.

Access is available on the Preferred Strategy Map mapping for the following information:

• PROW 

• Active Travel Routes

• National Cycle and Walkway 

## 6.4 Infrastructure capacity

In addition to the ability to connect to services as set out in section 6.1, you will need to establish whether there is capacity for such a connection and set out how this will be dealt with. You may need to contact the relevant service provider for information.

Please note if the proposal would introduce community facilities, environmental space or play space setting out its location, size and method of delivery.

## 6.5 Other infrastructure

Please note any specific additional infrastructure needs for the site (e.g. flood mitigation, drainage, community facilities etc.). N.B. If the proposed site is for more than 100 residential units the site will need to consider how it will meet the requirement for a district heat network as set out in policy I6 of Future Wales: the national plan 2040<sup>3</sup>.

# Section 7: Sustainability and Placemaking

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## 7.1 Search sequence

For all sites, please note which of the following description suits the proposal:

- The site is previously developed land (brownfield) and/or underutilised site within the urban boundary or a village boundary.
- The site is previously developed land (brownfield) and/or underutilised site on the edge of settlements; If the site is beyond the urban or village boundary, please note how the proposed site forms a logical extension to the existing settlement.
- The site is greenfield, and detail of need has been provided for the proposed use as well as justification of no available previously development land (brownfield) or underutilised sites.
- There is an exceptional circumstance for the site proposed in the open countryside (previously developed or greenfield). If this is the case please provide detail of this exception.

## 7.2 & 7.3 National sustainable placemaking outcomes & well-being goals

Please set out how the proposal meets the national sustainable placemaking outcomes, there are five areas to consider, under which there are a number of specific topics:

- Creating and sustaining communities
- Growing our economy in a sustainable manner
- Making best use of resources
- Maximising environmental protection and limiting environmental impact
- Facilitating accessible and health environments

<sup>2</sup> <https://gov.wales/planning-policy-wales>

<sup>3</sup> <https://gov.wales/future-wales-national-plan-2040>

Annex B of Planning Policy Wales<sup>4</sup> demonstrates the link between sustainable placemaking outcomes and the seven Well-Being Goals. It may be appropriate for a similar table to be provided for your proposal. Please note where an outcome is not relevant to the proposed use. If responses have been provided elsewhere in the form, please refer to the relevant section. Also remember that your response should be proportionate to the proposal itself.

Along with this information it would be useful to have a statement as to how the proposal meets the Strategic Placemaking Principles of Policy 2 of Future Wales the National Plan 2040<sup>5</sup>.

#### 7.4 Protection and enhancement opportunities

Please note any natural features that will be affected by the site that may or may not have legislative protection but would make a positive impact if protected or enhanced and outline how the proposal would respond to these features. For example, is there an opportunity to protect a significant view, reinstate native features such as field boundaries or utilise the topography and/or natural features to avoid import of materials or design out impacts on noise and air quality.

#### 7.5 Access to facilities

Note how accessible the proposal is to local facilities in meters (N.B. This should be considered as a functional distance i.e. along road, cycle networks that than a direct line). If a facility is beyond 800m set out the options for sustainable forms of transport.

For residential proposals this should include access to:

- Schools
- Health care
- Retail
- Leisure/parks/open green space
- Public transport services
- Employment land
- Community facilities

For non-residential proposals this should include access to:

- Retail
- Leisure/parks/open green space
- Public transport services

#### 7.6 Consultation

There is no requirement to undertake public consultation. If any consultation has been undertaken for the site it would be useful to understand the process and any issues/comments made.

#### 7.7 Climate change

Note how the proposal will seek to combat climate change and provide a resilient development. This information can include:

- 1) Details of technologies or building techniques that can achieve or move towards zero carbon;
- 2) Improvements to the resilience of ecosystems and ecological networks and how the proposal could halt, or even reverse the loss of biodiversity;
- 3) How the site will maintain and enhance green infrastructure;
- 4) How the site will take into account its impact on water resources (supply and quality) and how it will reduce where possible its impact on environmental risks (e.g. flood risk, coastal change, and instability);
- 5) How it facilitates the move towards decarbonisation of the economy, including actions towards a circular economy.

N.B: If the proposed site is for more than 100 residential units the site will need to consider how it will meet the requirement for a district heat network as set out in Future Wales: National Plan 2040<sup>6</sup>

## Section 8: Site Deliverability and Viability

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An initial viability assessment will need to be provided with all Candidate Sites proposing development, it is not relevant for protection of land.

It is recognised that certainty on the deliverability of a site may not always be definitive until more detailed viability information is known as the plan progresses.

The Council may request further information **proportionate** to the nature and scale of the development proposed, where necessary, to enable the site be assessed in detail as to its suitability for allocation in the deposit LDP.

<sup>4</sup> <https://gov.wales/planning-policy-wales>

<sup>5</sup> <https://gov.wales/future-wales-national-plan-2040>

<sup>6</sup> <https://gov.wales/future-wales-national-plan-2040>

## There are three stages of viability assessments for a replacement LDP:



**Stage 1:** The initial viability assessment should set out in a proportionate manner whether the site is viable taking into account all the infrastructure needs for the site.

The preparation of the replacement LDP will result in a review of its evidence base and policies which will include planning obligation requirements.

For the initial viability assessment, you may want to consider your proposed site against the current policy requirements set out in the adopted LDP and relevant Supplementary Planning Guidance (SPG):

- Planning Obligations SPG
- Affordable Housing SPG; the affordable housing submarket areas are available.
- Outdoor Play Space Provision SPG

However, this is a starting point for an assessment, the Council is interested in whether the proposed site is viable satisfying broad parameters with sufficient financial headroom to accommodate all of the LDP policy requirements. Further site-specific assessment, considering the proposed development, against the replacement LDP policies will be undertaken after the Preferred Strategy Stage.

**Stage 2:** Information provided at Stage 1 will inform a plan wide high-level viability assessment. This assessment will be undertaken to inform policy development e.g. affordable housing thresholds.

**Stage 3:** Site specific assessments will be required for sites that the Council are looking to designate within the LDP. The Council will inform site proposers and ask them for such an assessment. This process is

to ensure that sites which progress to LDP allocation can meet new policy requirements and remain viable and deliverable. There will be a charge at this stage for access to the viability model and staff time for analysis of this information.

### Viability Model

The Council has worked in partnership with other councils across the region, alongside Town Planning and Development consultants Burrows-Hutchinson Ltd, to establish the Development Viability Model (DVM) assessment tool.

The DVM has been created as a comprehensive, user-friendly model that can be used by site proposers and decision makers for the purpose of assessing the financial viability of a development proposal.

It is important to note that it is the intention of the Council to use this model for all viability assessments related to the replacement LDP. Therefore, we would encourage site proposers to use this model to ensure consistency.

#### FEES

There is no fee for the use of the DVM at the initial Call for Candidate Sites.

It is proposed that a fee for the use of the model will only be sought at Stage 3 for those sites where the Council requests such information.



### 8.1 & 8.2 Timescales

Set out the anticipated timetable for delivery including the timing for submitting a planning application(s) or note the permission reference if relevant. In addition, the likely build rate should be provided this can be set by the number of residential units or floorspace. It is important that rates are realistic taking into account lead in processes and permission regimes. Sites will need to be able to be delivered in part or full during the plan period.

### 8.3 Developers

If the proposer is not the intended developer of the site, as confirmed in section 4.5, please note if there is a developer involved. If a developer has not been confirmed please note whether there has been any engagement with potential developers, providing an understanding of the status of such engagement including any formal agreements.

### 8.4 Site Surveys

If any site-specific surveys have been undertaken please provide them at this stage. It is not a requirement however if a site proposer is aware of a significant constraint, it is within the site proposers' interest to submit information in respect of the constraint alongside their 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.

### *Residential use only:*

### 8.5 Self-build and custom build housing

Planning Policy Wales is clear that a LDP must look at the contribution that all sectors of the housing market and housebuilders can make from all sectors and types of house builders i.e., national, regional, registered social landlords (RSL), Small and Medium-sized Enterprises (SME) and the custom and self-build sector. Therefore, we are seeking information as to the level of self-build/ custom build housing for Newport which could result in a LDP specific allocations or could influence policy development.

### 8.6 Affordable housing

Related to the initial viability assessment submitted with this form, please state the total number of units and percentage of affordable housing delivery proposed by the development.

### 8.7 Gypsy and Traveller submissions

Please note whether the proposal is for a transit site or permanent accommodation site.

In addition, please can you provide the total number of pitches proposed as well as the total number of caravans per pitch and number of washroom and any other facilities.

### *Non-residential uses only:*

### 8.8 Use class

Related to question 3.5, we are seeking confirmation of the specific use class(es) proposed. If the site is mixed use, please state the division of uses including floorspace/unit numbers.

### 8.9 Economic benefits

Please note what economic benefits the proposal will provide. This should include number of jobs (sustained or provided) floorspace and any other economic benefits which are considered relevant (e.g. income, supporting market demands, contribute to policy objectives, spatial benefits, low carbon, innovation/technology and/or supporting a strong rural economy etc).

## **Additional comments**

The previous sections have outlined those key considerations that will form the basis of the assessment of all Candidate Sites. Please see the Candidate Sites Assessment Methodology for more information. There may be other relevant considerations that impact the proposal and we welcome submissions on these matters.

Please remember that the submission should be proportionate to the proposed development.

