

APPENDIX 1

SUPPLEMENTARY GUIDANCE: HOUSING

PRO FORMA & GUIDANCE NOTE (USED FOR THE CALL FOR SITES PROCESS)

APPENDIX A: SITE SUBMISSION PRO FORMA (HOUSING SG)

PART A: CONTACT DETAILS

1. Your contact details

Name	<input type="text"/>		
Company/organisation	<input type="text"/>		
Address	<input type="text"/>		
Town/City	<input type="text"/>	Postcode	<input type="text"/>
Telephone number	<input type="text"/>	Email	<input type="text"/>

2. Landowner details (if different from above)

Name	<input type="text"/>		
Company/organisation	<input type="text"/>		
Address	<input type="text"/>		
Town/City	<input type="text"/>	Postcode	<input type="text"/>
Telephone number	<input type="text"/>	Email	<input type="text"/>

3. Developer details

Name	<input type="text"/>		
Company/organisation	<input type="text"/>		
Address	<input type="text"/>		
Town/City	<input type="text"/>	Postcode	<input type="text"/>
Telephone number	<input type="text"/>	Email	<input type="text"/>

Please confirm, by ticking this box that the landowner(s) has been notified that a submission is being made to the 'Call for Sites' process, relating to land in their ownership

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PART B: SITE DETAILS

4. Location or postal address of proposed development site

Please provide an accompanying location plan (1:2500 or larger is preferred), which clearly identifies the site location and boundary

5. Site details

Site area (in hectares)

Current land use

Proposed land use, including uses other than housing where appropriate)

**Please note only sites promoting 5 units or more should be submitted*

Number of proposed units

Proposed start date

Proposed phasing for the site (by units: 1st March - 31st April)

Year 1 (2016-17)

Year 2 (2017-18)

Year (2018-19)

Year 4 (2019-20)

Year 5 (2020-21)

Post Year 5

PART C: POTENTIAL CONSTRAINTS

6. Physical

Do you have supporting information that the site is free from constraints, or can be made free of such constraints within the LDP plan period? (For example site topography & stability, overhead pylons, ground conditions, health and safety exclusion zones). Please attach supporting information if necessary.

Is the site known to be at risk of flooding? Is so, what are the proposals for dealing with this?

Have any drainage or flooding studies been carried out in respect of the proposed development?

Is the site subject to any known contamination arising from past uses?

7. Servicing (Drainage, Energy, Utilities, Access)

Is the site serviced by any of the following utilities? (select all that apply)

Water Sewerage Electricity Gas

If not, have you approached the relevant utility providers to discuss connections/capacity? (If so, please provide details of any constraints)

Water Sewerage Electricity Gas

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8. Road Access & Public Transport

Describe how the site will be accessed and confirm whether the land needed to provide any required access is within your control.

Is the site well served by existing road, rail, walking and cycling routes?

9. Education Provision

Do you know whether there is capacity at the local primary and secondary schools to accommodate the children generated by any development? If not, please provide details as to how you propose to address this issue?

PART D: ENVIRONMENT

10. Environmental Constraints

Please indicate any known natural or built environment, or ecological constraints within or adjacent to the site proposed.

Please set out any details for the integration of renewable/low carbon proposals into the development.

PART E: DELIVERABILITY

11. Economic Viability

All sites must be capable of being delivered within the plan period, up to 2021. Please provide details which support and justify the economic viability of the proposed site and how it is capable of being delivered within the plan period, attaching supporting information if necessary.

Is there a ransom strip associated with the development site?

If there is a ransom strip within the site or required to deliver the site, please provide details below of any known owner.

12. Planned work/mitigation for constraints identified

Clearly set out any work which has been undertaken or is planned to mitigate the above physical, servicing, ownership, environmental or deliverability constraints.

PART F: BENEFITS OF THE PROPOSED DEVELOPMENT

13. Benefits

Please provide details on any economic, environmental and/or recreational benefits and any proposed community infrastructure.

14. Any Other Information

Set out any further information that will be helpful to the Council in the consideration of your proposal.

15. Declaration

Signature:

Date:

Scottish Borders Council: Local Development Plan

Supplementary Guidance on Housing: Call for Housing Sites

Scottish Borders Council is carrying out a 'Call for Sites' as part of the preparation of the Supplementary Guidance on Housing.

The Examination Report on the Scottish Borders Local Development Plan (LDP) proposed modifications that require the provision of further sites for 916 houses. The Reporter recommended that the Council should first consider the longer term and mixed use sites already identified within the LDP. However, does not preclude looking beyond those in the event that the shortfall cannot be met from those sites.

The Supplementary Guidance is expected to be submitted to Scottish Ministers within one year of the adoption of the Local Development Plan.

What is the 'Call for Sites'

The 'Call for Sites' will be part of the overall assessment to meet the additional requirement for house sites within the Scottish Borders identified by the Reporter. It allows any interested parties to promote sites of 5 units or more, with genuine potential for delivery during the LDP plan period, to up 2021.

Submission of Potential Sites

Land owners, developers, agents or any other interested party may submit proposals for consideration. All site proposals **must use a separate Pro Forma for each site** and be accompanied by a site map, clearly showing the site boundary (*See Appendix A for Pro Forma*).

Those making proposals should note that this is a public exercise and that submissions will be available for public inspection.

How to Submit any Proposals

All proposals should be submitted either by post or email at: localplan@scotborders.gov.uk

Call for Sites
Plans and Research
Scottish Borders Council
Newtown St Boswells
Melrose
TD6 0SA

Contact for Further Information

If you require any further information please contact the Plans & Research Team on 01835-826671 or localplan@scotborders.gov.uk

All proposals must be received by the Council at the address or email above by 31st March 2016.

GUIDANCE NOTE:

This guidance note should be read in conjunction with the Call for Sites Pro Forma. This note offers further guidance in completing the Pro Forma.

PART A: Contact Details

- (Question 1-3): Contact details, landowner details and developer details are required.

PART B: Site Details

This section is to identify the location, site size, proposal and proposed phasing, in order to demonstrate whether the proposed site would be effective and deliverable within the plan period. (Evidence is required in Part E to demonstrate the deliverability of the site, in terms of the phasing).

- (Question 4): Location or postal address of the proposed development. If there is no postal address, a precise description of the site or property is required. Where possible, a grid reference should be provided. A Location plan must be included, clearly identifying the site location and site boundary. A scale of 1:2500 or larger is preferred. Please outline all land you want to be considered.
- (Question 5): Indicate the site area (ha), existing and proposed land use, number of proposed housing units, proposed start date (year) and proposed phasing of the development.

PART C: Potential Constraints

This section is to identify any potential constraints associated with the proposed development, in respect of physical, infrastructure, education and environment. Any existing or planned proposals which mitigate any constraints should be outlined and how these will be funded.

- (Question 6): Provide any supporting information to demonstrate that the site is free from, or can be made free from constraints within LDP plan period. If required, please attach any supporting information to the Pro Forma submission.
- Provide details of any known flooding within or adjacent to the site and any proposals for dealing with the flooding, including any drainage or flood studies which have been undertaken in respect of the proposed development.
- Provide details of any known contamination from past uses, for example, are there existing buildings, evidence of previous buildings on the site, known former use.
- (Question 7): Indicate whether the site is serviced and if not, whether you have discussed the proposal with the relevant providers. If so, provide details of any constraints with utility connection for the proposed development and what is required to overcome these constraints.
- (Question 8): Provide details of how the site will be accessed. It would be preferred if this could be shown on the Location Plan. Indicate whether the land needed to provide the required access is within your control or that of the developer. If not, how do you intend to overcome this?
- Is the site well served by existing road, rail, walking and cycling routes?

- (Question 9): Please indicate any known capacity constraints (primary or secondary) associated with this proposed development. If there are constraints, how do you propose to address them?

PART D: ENVIRONMENT

This section identifies any natural, built environment and ecological constraints, associated with the proposed development.

- (Question 11): Provide details of any known natural environment constraints within or adjacent to the proposed site (ie) SSSI, SAC's, SPA's, NSA's, SLA's, identified greenspace within the proposed LDP, green networks, TPO's and woodlands.
- Provide details of any known built environment constraints within or adjacent to the proposed site (ie) listed buildings, archaeology, conservation areas, gardens and designed landscapes.
- Provide details of any known ecological constraints within or adjacent to the proposed site.
- Set out any proposals related to the integration of renewables/low carbon into the development

PART E: DELIVERABILITY

This section requires supporting evidence and details to demonstrate the economic viability of the proposed site and that it is effective and deliverable within the plan period, up to 2021. This evidence should be used to back up the phasing programme. Any ransom strips should be identified and any mitigation proposals outlined.

- All sites must be capable of being delivered within the plan period up to 2021. Provide details which support and justify the economic viability of the proposed site, including development funding.
- Provide details of the ownership status of the site and whether there are any ransom strips within the site or which are required to provide the required access.
- Set out any work which has been undertaken or which is planned to mitigate any constraints, identified above.

PART F: BENEFITS

Further information should be provided which outlines the benefits of the proposed development.

- (Question 11): Set out details on any economic or environmental benefits, recreational benefit and any proposed community infrastructure, associated with the proposed development.
- (Question 12): Set out any further information that will be helpful to the Council in the consideration of your proposal.