

## Vale of Glamorgan Replacement LDP

### Candidate Site Submission Form Guidance Notes

The following guidance notes have been prepared to assist proposers of candidate sites in the completion of the candidate site submission form. The guidance notes provide information on how each question on the candidate site submission form should be completed and the additional information that should be provided in support of the candidate site submission.

**The Council's preference is for candidate sites to be submitted electronically through the mechanism provided on the Council's web site to improve efficiency and reduce costs:** <https://valeofglamorgan.oc2.uk/>

**However, candidate sites submitted via alternative means will still be considered.**

All of the information requested on the candidate site form is required to enable the Council to undertake a robust assessment of the submitted site and it is therefore important that all questions are answered and that all of information required is provided.

**A separate candidate site form must be completed for each site submitted. If alternative uses are proposed for the same site, a separate candidate site form will be required for each use.**

As a minimum, the submission should comprise of:

- A completed candidate site submission form;
- An up-to-date plan, on an Ordnance Survey base map, at a scale of 1:1250 or 1:2500. The land subject to the Candidate Site submission should be outlined in **red**, and any additional land in the ownership or control of the site proposer (or joint owners) should be outlined in **blue**.

The Council recognises that the submission of a candidate site form and a willingness of the owner to develop a site does not necessarily indicate that a site is readily available for development and that other factors may prevent or delay the development of a site. In this regard, the candidate form includes specific questions on site viability and the site promoter's anticipated timetable for delivery along with other information on legal restrictions or covenants which may directly impact future site delivery. It is important that this information is provided to enable the Council to fully assess the deliverability of the site in accordance with national planning policy.

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 (RLDP) as all sites will need to meet the criteria-based assessment that will follow (see the Candidate Site Assessment Methodology for more information).

Preparing a RLDP for the Vale of Glamorgan is a **new process**. Therefore, land currently allocated in the current adopted LDP without extant planning permission **will not automatically be included in the RLDP**. Consequently, these sites should also be submitted as candidate sites.

**How we will use your personal information.**

Preparing a RLDP follows an open and transparent process to provide fairness and accountability. Site submissions must therefore include personal data including names and contact information for landowners and agents. Anonymous submissions will not be accepted.

On 25th May 2018 the General Data Protection Regulation (GDPR) came into force, placing new restrictions on how organisations can hold and use your personal data and defining your rights with regard to that data. Any personal information disclosed to us will be processed in accordance with our Privacy Notice. The Council's Privacy Notice can be found at

[https://www.valeofglamorgan.gov.uk/en/our\\_council/Website-Privacy-Notice.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Website-Privacy-Notice.aspx)

### **What can Candidate Sites be submitted for?**

Candidate sites can be proposed for a range of uses, for example (not exhaustive):

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

### **Candidate Site submissions must meet the following site thresholds:**

For residential development - there is a minimum site size threshold of 0.3 ha or 10 dwellings, at a minimum density of 30 dwellings per hectare [net]. In appropriate 'urban locations' e.g. Barry town centre the Council will seek a minimum density of 50 dwellings per hectare [net] in line with the strategic placemaking principles in Future Wales.

For non-residential development - A building must have a minimum floorspace of 1,000m<sup>2</sup> or the site must have a minimum gross site area of 1ha.


Where a site is proposed for a mix of development types the threshold which corresponds with the primary form of development should be utilised.

There is no minimum threshold for sites which seek to protect current land uses or propose gypsy and traveller accommodation, community uses, green spaces and infrastructure uses.

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

While much of the information requested on the form is general information about you and the proposed candidate site, the Council requires evidence on a range of topics to undertake a full assessment of the submission. Much of the information required will already be known by the site promoter e.g. ownership, current use etc. However, other information will require more detailed investigation e.g. the presence of flooding. Geographical Information System (GIS) resources, such as <http://lle.gov.wales/home> can give a steer to site promoters of appropriate development locations and likely constraints.

An online mapping tool is available to assist in the completion of the candidate site submission form which holds much of the information required to complete the form.

The  symbol shown on the form and in this guidance note, indicates that some of the information is available on the mapping tool.

## **Candidate Site Acceptance and Reference Number**

All 'duly made' candidate site submissions will be registered and acknowledged by the Council. Each duly made candidate site will be allocated a unique site identification number which should be used in any future correspondence with the Council regarding the site. Correspondence will normally be via email and site promoters are encouraged to provide accurate contact information and advise the Council of any changes to these contact details during the RLDP process.

## **Candidate Sites Register**

After the close of the candidate sites submission period, a register of submitted sites will be prepared and made available for public inspection in line with the LDP Regulations 14 and 15 of the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 (as amended). The Candidate Site Register (CSR) will outline the results of the Stage 1 initial site filter and identify those sites that will be taken forward to the Stage 2 assessment.

## **Candidate Site Assessment Methodology**

All sites submitted during the 'Call for Candidate Sites' will be assessed using the Council's candidate site assessment methodology. The methodology is available on the Council's web site and provides more detailed information on how the Council will consider the information provided on the candidate site submission form.

It should be noted that the submission of a candidate site, nor its acceptance as being duly made, must not in any way be construed as a commitment to its suitability for inclusion within the RLDP.

## **Additional Information**

The information required to be submitted alongside the candidate site should be proportionate to the nature and scale of the development proposed, and ultimately sufficient to enable the Council to assess it. This should be gauged from the content and questions in the candidate site submission form and the stages of assessment (details in the candidate site methodology). The Development Plans Manual (Edition 3, March 2020) states the following:

*"Where inadequate evidence is provided upfront this leads to further evidence being sought later in the process, incurring time delays. A more detailed preferred strategy will not only provide more meaningful consultation responses, but it will provide greater evidence to influence and shape the deposit plan. Front loading of the evidence base is critical to this approach. An inadequate level of information to demonstrate delivery can be a reason for discounting sites."* (p.30 refers)

It is nonetheless accepted that not all information, or at an appropriate final level of required detail, may be available, or financially practical at the initial submission stage. The Council does recognise that elements of viability of a site may not always be definitive until more detailed constraint and deliverability information is known.

If there is uncertainty over the level of supporting information that is proportionate to the nature and scale of the proposal, or uncertainty of the level of financial investment, it may be prudent to submit the candidate site early in the process. This may allow for the Council to advise the promoter as to what further evidence is required.

Should this information not be submitted during the timeframe specified, the Council will request this information if and when it determines it necessary and appropriate. Any investment in site promotion is at the promoter's discretion. Where deliverability, viability and all other requested information is not forthcoming, the Council may not have enough evidence, and therefore may not be able to determine whether the site is suitable for allocation.

## The Candidate Site Form

If you have any problems completing the candidate site form, please contact a member of the planning policy team for advice at:

[LDP@Valeofglamorgan.gov.uk](mailto:LDP@Valeofglamorgan.gov.uk)

Telephone: 01446 704665

## 1. Contact Details

It is important that full contact details are provided to enable the Council to maintain contact with you as the RLDP progresses.

If you are the proposer of the site, please provide full contact details as set out on the form. If you have an agent acting on your behalf or if you are the agent acting on behalf of the site promoter, please provide both contact details.

Where an agent is acting on behalf of a site promoter, it is acceptable to provide only the name of the site promoter, as long as full contact information for the agent is provided.

**Should there be any changes to your personal contact details during the RLDP process, it is your responsibility to keep the planning policy team informed of any changes.**

If you are submitting the candidate site on behalf of a business e.g. house builder, please provide the name of the organisation which you are representing.

**Communication Preferences:** This section also provides the opportunity for you to specify how you wish the Council to contact you as the RLDP progresses, either in English or Welsh and via email or letter. **To increase efficiency and reduce costs (unless requested otherwise), throughout the RLDP process the Council will contact stakeholders via email.**

## 2. Site Ownership Details

**2.1 Public ownership:** Proposers of public land i.e. land owned by a government department or local authority, will need to evidence that the site is identified in a published disposal strategy and/or through a resolution for disposal. There should be a clear commitment to bring the site forward within the Plan period. If the site is not included with a disposal strategy, details should be provided as to how the site can be delivered during the Plan period.

**2.2 Intended Developer:** Please identify whether the proposer is intending to develop the site or whether the site will be sold to a developer e.g. major house builder. More details can be provided under section 4.2.

**2.3 Joint ownership:** Proposers of land must indicate if they own the entire site that is being submitted as a candidate site. If the site is in joint ownership or owned by a third party, the name and full contact details of **all** additional owners and persons with a legal interest in the site should be provided along with information on the nature of the joint ownership and whether the additional owners have been notified of the candidate site submission.

Where the site promoter does not own the proposed site or where additional owners have not agreed to the site's submission, the site proposer should provide information on how development of the site will be achieved including any legal agreements that have been reached with the landowners.

**2.4 Adjoining land:** Please indicate whether the site promoter or any of the additional landowners identified under question 2.3 own or control any land adjoining the candidate site and provide details of the adjoining land e.g. size (Ha), use. The land in question should be clearly identified as set out under Section 3: Candidate Site Details below.

### 3. Candidate Site Details

All candidate submissions **must** be accompanied by a plan illustrating the location of the proposed site.

All submitted plans:

- Must be on an up-to-date ordnance survey base and be at a scale of 1:1250 or 1:2500 and illustrate the site and its surrounding context.
- Should identify the land subject to the candidate site submission outlined in 'RED'.
- Should identify any additional land in the ownership or control of the site proposer or joint owners outlined in 'BLUE'.

If a proposed candidate site is in multiple ownership, the individual land ownerships should be clearly identified on the submitted plan e.g. additional site owner 1 etc.

A mapping facility is available if completing the submission form online. Alternatively, ordnance survey maps can be purchased from <https://www.ordnancesurvey.co.uk/business-government/products/planning-application-maps>

**3.1** Please confirm that an appropriate plan that complies with the above requirements has been submitted as a part of the submission.

### Site Information and description of proposed use.

**3.2 Site name:** If the site has an existing name, please provide it here. If not please provide a suitable name for the site, this is usually based on the site's location e.g. "Land east of High Street, Cowbridge".

**3.3 & 3.4 Site Address & Postcode:** Please provide the full postal address of the site including a postcode (if available). If this is not available, please provide an approximate address for the site e.g. "Land east of High Street" or a field parcel number.

**3.5 Grid Reference:** this should be taken from Ordnance Survey maps and include both eastings and northings to enable accurate site identification. Coordinates should be taken to the approximate centre of the site and use a six-figure grid reference number. The link below may be of assistance.

<https://gridreferencefinder.com/#>

**3.6 Gross Site Area (Ha):** Candidate Site submissions must meet the site thresholds set out on the Candidate Site Form. The total site area should be identified in hectares. The Gross site area is the total land area of the site including car parking, open space, non-developable areas etc.

**3.7 Net Developable Area (Ha):** This is the area of land available on the site for development.

In estimating the net developable area for each site, it is assumed that the larger the site, the more associated infrastructure such as roads, open space and schools will be required, thereby reducing the proportion of the site available for development.

Site size	Gross to Net Development Ratio
Up to 1 hectare	100%
1 hectare to less than 2 hectares	85%
of 2 hectares to less than 4 hectares	80%
4+ hectares	75%

**3.8 Greenfield or Brownfield Site:** Please indicate the proportion of the site that is greenfield and/or brownfield land. The definition of previously developed land (brownfield land) is set out in paragraph 3.58 of Planning Policy Wales Edition 11, February 2021. For example, if the site is currently an agricultural field include 100% in the greenfield box.

**3.9 Current use of the site:** Please provide a description/summary of the site's current (or last known) use. This could include land uses such as residential, agriculture, employment, waste ground, tourism, storage. For mixed uses, please specify the range of uses.


**3.10 Proposed use of the site:** Please identify the proposed land use(s) that the site is being promoted for, please select all that are relevant. If the proposed use is for a mix of uses or for a type of development that is not listed, select "other" and provide a brief description of the proposed use(s) being promoted.


**3.11 Brief Description of the Proposal:** Please provide a brief description of the proposal for which the candidate site is being submitted.

Proposals for residential schemes should include the number (and type if known) of dwellings to be accommodated on site along with the density per hectare; proposals for retail uses should include an indication of the net retail floorspace (in square metres) and proposals for employment uses should indicate the type of use class being promoted e.g. B1: business, B2: industrial and B8: warehousing.

For infrastructure or transport schemes, information should be provided on the nature of the proposal for example, the type of renewable energy proposed and the amount of energy that will be generated or for transport schemes, the type of scheme, new road, cycle route etc. and why it is required.

Dependent upon the proposed use being promoted on a site, additional information may be required in support of the submission for example, schemes for retail developments may need to be supported by a retail need assessment or a retail impact assessment or if a site is being promoted for minerals extraction information should be provided on whether there is a specific need for the resource based on the Regional Technical Statement requirement.

**3.12 Planning History** : The site promoter should indicate whether the site has previously been subject to pre-application advice or granted / refused planning permission. The planning application reference number should be provided and if the site was refused planning permission, the reasons for refusal should be specified. If a planning approval has expired or has not been implemented, details of why the permission was not implemented should also be provided.

**3.13 LDP History** : Please indicate whether the site has previously been submitted for consideration as a Candidate Site or has been identified as an allocated development site in the adopted LDP.

If the site has previously been considered or is a site allocation within the adopted LDP, please provide any relevant details for the site such as the Candidate Site reference number e.g. 2797/CS1 or LDP allocation number e.g. MG2(13).

If the site was previously submitted as a Candidate Site and was not included in the adopted LDP please provide details of why the site was not considered suitable for inclusion by the Council.

If the site is an allocation in the adopted LDP but has yet to be progressed i.e. no planning permission has been sought/granted on the site, there has been no developer interest or the site has not been marketed, you should set out the reasons for any delays in site delivery.

**3.14 Brief description of land uses on adjacent sites:** Please provide details of the current land uses of any sites that share a boundary with the submitted candidate site. Along with the proposed use, this will enable the Council to assess whether any adverse impacts will result from the proposal on adjacent users and/or site uses.

## 4. Site Availability

**4.1 Legal restrictions:** If there are any legal restrictions or constraints affecting the site e.g. covenants or access rights, that might prevent or restrict future development please provide details and explain how these restrictions will be overcome in order to enable the development to proceed. These could include restrictive covenants which prevent or restrict certain activities or uses, easements to third parties for access or claw back values which might affect the development of the site.

**4.2 Marketing, developer involvement:** If the proposer is not the intended developer of the site (as stated in question 2.2), please provide information on whether the site has been marketed for development or whether there is a developer involved in progressing the site e.g. major housebuilder.

Please provide details of the status of involvement for example initial discussions, formal agreements etc.

**4.3 Site Surveys and investigations:** To ensure that the Plan preparation process is effective, the Council requires as much evidence as possible to be provided at the call for candidate site submission stage, alongside the submission form. This would include any relevant studies, reports and other information to evidence that the site is in a sustainable location, free from constraints, is deliverable and viable.



If any site-specific surveys have been undertaken in respect of the site e.g. Flood Consequence Assessment, ecological assessment, please provide details. Where available, copies of site surveys should be submitted with the candidate site submission as the early identification of any issues will help the proposer, the Council and statutory consultees to identify mitigation measures if appropriate to alleviate potential issues associated with the site.

**4.4 & 4.5 Approximate Time Frames:** Please indicate the anticipated timetable for site delivery including the timing for submitting a planning application(s) and commencement of construction on site and the likely duration of development.

For residential proposals, please provide an indication of when development may commence and the approximate number of dwellings that will be constructed per annum according to your proposed development schedule.

## 5. Site Viability

**5.1 Viability Assessment** – Please confirm that an initial viability assessment on the submitted site has been undertaken and submitted with the candidate site form.

**The Council requires all candidate sites for residential (excluding gypsy and traveller accommodation) and commercial development submitted in accordance with the prescribed minimum site threshold (and densities) to be accompanied by an initial site viability appraisal.**

The submission of an initial viability appraisal provides an indication of the likely deliverability of a site as well as the intentions of a site promoter to bring the site forward during the Plan period.

Planning Policy Wales (PPW 11) states that "*land owners /developers must carry out an initial site viability assessment and provide evidence to demonstrate the financial deliverability of their sites*"(para 4.2.19 refers). An initial viability assessment will therefore need to be provided with all applicable candidate sites. Failure to submit a viability assessment (where required) may result in your proposed site not being included in the Deposit RLDP

A viability assessment will not be required where a candidate site submission seeks the protection of land to maintain the existing use.

For submission with the candidate site form, the initial viability assessment should set out in a proportionate manner whether the site is viable considering all the infrastructure needs for the site.

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) e.g. Planning Obligations, Affordable Housing etc. However, this should be considered 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 existing LDP policy requirements. Further site-specific assessment, considering the proposed development, against the RLDP policies will be undertaken after the Preferred Strategy Stage.



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 to be assessed in detail as to its suitability for allocation in the Deposit RLDP.

The Council will inform site proposers and ask them for a more detailed viability assessment if applicable. This process is to ensure that sites which progress to RLDP 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 promoters and decision makers for the purpose of assessing the financial viability of a development proposal.

The Council will use this model for all viability assessments related to the RLDP and would therefore encourage site proposers to also use this model to ensure consistency. The viability model can be found on the candidate site page of the Vale of Glamorgan Council website.

The Council recognises some information required to demonstrate viability may be considered by the site promoter as commercially sensitive. However, as stated in the Welsh Government's Development Plans Manual (March 2022), this issue of sensitivity is not a sufficient reason to avoid providing the appropriate evidence (para. 5.96 refers). Each submitted Financial Viability Appraisal (FVA) will not be made publicly available and will be treated as confidential between the Council and the person or organisation that has submitted it. The primary purpose of the FVA is to demonstrate whether or not a development proposal and/or proposed site for allocation is likely to be "viable". Where it may be either necessary or appropriate for information from an FVA to be released as evidence, for example to support a specific site allocation in the Council's RLDP, the Council will discuss with the site promoter the extent to which such information may be released.

A detailed User Guide has been produced to describe how the DVM works; and to set out the information that the user is required to input in the relevant cells. It is available on the RLDP page of the Council's website. Each copy of the DVM also incorporates a "Quick Guide", which is aimed at those undertaking an assessment of a purely residential development site not significantly in excess of 2 Hectares. Users are also advised that 'Help Notes' are built into the model, embedded within the worksheets themselves, which remind the user what to do on each sheet.

## **6. Environmental Considerations**


**6.1 Flood Risk** : Planning Policy Wales 11 places great importance on addressing flood risk through the planning system and is clear that inappropriate development in areas at risk of flooding should be avoided, by directing development away from areas at highest risk - whether existing risk, or vulnerability to increased flood risk in the future as a result of climate change.

Promoters of sites must therefore consider whether any part of their site is affected by flood risk or would worsen flood risk off site. This must be verified by reference to the Flood Map for Planning hosted by Natural Resources Wales <https://flood-map-for-planning.naturalresources.wales/>

Where the Flood Map for Planning indicates that a site is located within either a TAN 15 Defended Zone, or Flood Zones 2 or 3 site promoters will be required to provide the necessary supporting information to adhere to the policy tests set out in Section 10 and 11 of Technical Advice Note 15 Development, Flooding and Coast Erosion (December 2021) when submitting sites.


For sites located fully or partly within or adjoining either a Zone 2 or 3, a Flood Consequences Assessment (FCA) will be required. It will be the responsibility of site promoters to ensure that any additional supporting evidence satisfies the necessary requirements of TAN 15, for example the scope and detail included within an FCA. If supporting evidence such as an FCA is being undertaken and not available at the time of the submission, promoters must notify the Council at the time of the submission and submit the FCA within 3 months of the closing date for candidate site submissions.

*Failure to submit the relevant flooding information will mean that the Council will not progress the candidate site through the candidate site process.*

**6.2 Surface Water Flood Risk**  : The Flood Map for Planning includes two surface water and small watercourse flood risk zones. Zone 3 contains areas at highest risk, with Zone 2 areas facing a lower risk. Areas considered at minimal risk of flooding from these sources are in Zone 1.

TAN 15 specifies that for sites located fully or partly in Flood Zones 2 and 3 or on sites adjoining these zones an FCA will be required.

The TAN also indicates that an FCA may be required in Zone 1 where development may have the potential to affect the course of surface water and/or excess water from ordinary watercourses. In this regard, the Council will also consider the findings of its Strategic Flood Consequence Assessment to determine whether an FCA be required for any site located in Zone 1.

**6.3 Ecological Designations**  : National planning policy directs that local planning authorities must seek to maintain and enhance biodiversity in the exercise of their functions. This means that development should not cause any significant loss of habitats or populations of species, locally or nationally and must provide a net benefit for biodiversity.


Promoters of candidate sites must therefore indicate whether development of the site would adversely impact on a national, regional or local environmental designation which is either within the boundary of the site or closely related to it. Please provide information on the relevant designation affected. The proximity of the promoted site to an ecological designation and any potential impacts should also be considered. Ecological designations include the following:

Special Area of Conservation (SAC)  
Special Protection Area (SPA)  
RAMSAR Site  
Site of Special Scientific Interest (SSSI)  
Regionally Important Geological Sites (RIGS)

Local Nature Reserve (LNR)  
Tree Preservation Order (TPO)  
Ancient Woodland

Information should also be provided on whether development would result in the loss of potential habitats or other green features on the site which support biodiversity and/or encourage species migration such as trees, woodlands, hedgerows etc.


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.

**6.4 Historic & Archaeological Impact** : Planning Policy Wales 11 emphasises the importance of the historic environment and the contribution it makes to the historical and cultural identity of Wales. National policy directs that the planning system looks to protect, conserve and enhance the significance of historic assets including consideration of the setting of a historic asset which might extend beyond its curtilage. Any change that impacts on a historic asset or its setting should be managed in a sensitive and sustainable way. Site promoters should therefore indicate whether development of the site would adversely impact a historic, archaeological, or geological designation or feature which is either within the boundary of the site or closely related to it. Please provide information on the designation affected. These include the following designations:

Conservation Area  
Listed Building  
Scheduled Monument  
Landscapes of Outstanding Historic Interest in Wales  
Parks & Gardens of Special Historic Interest in Wales  
County Treasures


If a site is affecting (directly or indirectly) a historic or archaeological designation or feature, information should be provided as to how any impact will be mitigated. Proposals affecting either a listed building or conservation area must be accompanied by a Heritage Impact Assessment, and the Council encourage site promoters to also undertake a Heritage Impact Assessment where the proposal would potentially impact on any of the above assets. Further advice on Heritage Impact Assessments available from Cadw at:

<https://cadw.gov.wales/advice-support/placemaking/heritage-impact-assessment/heritage-impact-assessment>

**6.5 Best and Most Versatile Agricultural Land (BMV)** : National planning policy identifies agricultural land of grades 1, 2 and 3a (as identified by the Agricultural Land Classification system (ALC)) as the Best and Most Versatile land and directs that it should be conserved as a finite resource for the future.

Site promoters should therefore indicate if development of the site as proposed would result in the loss of BMV agricultural land. Please provide details of the agricultural land classification i.e. Grades 1 – Excellent, Grade 2 – Very Good or Subgrade 3a – Good, along

with the amount of BMV that would be lost to the proposed development measured in hectares.

**6.6 Minerals Safeguarding Areas and Quarry Buffer Zone** : Minerals are a finite resource and national policy directs that local planning authorities should balance the fundamental requirement to ensure the adequate supply of minerals now and in the future, with the protection of amenity and the environment.

Site promoters should therefore indicate if the proposed site is situated within a Minerals Safeguarding Area and if so, whether development of the site would cause an unacceptable sterilisation of the identified mineral resource and whether this can be mitigated.

Quarry Buffer Zones have been designated around the following aggregate quarries operating within the Vale of Glamorgan - Aberthaw quarry, Ewenny quarry, Forest Wood quarry, Pant quarry, Pantyffynnon quarry, Longlands quarry, Litalun quarry, Wenvoe quarry, \*Garwa Farm quarry or \*Ruthin quarry (\* Currently inactive but held in reserve).

Site promoters should identify whether the proposed site lies within a quarry buffer zone and if so, the name or reference of the buffer zone should be provided on the Candidate Site Submission Form.

**6.7 LDP Designations: Other LDP Designations** : The adopted LDP provides a framework for the management of growth in the Vale of Glamorgan. It identifies housing and employment allocations and includes local designations which have been established to protect and manage sensitive areas from development activities.

These local designations include Green Wedges, Special Landscape Areas, Conservation Areas and the Glamorgan Heritage Coast and promoters of candidate sites should indicate whether development would impact on any of the adopted LDP designations and if so, what mitigation measures are proposed to overcome any adverse impacts.

**6.8 Land Contamination:** During redevelopment, ground disturbance of contaminated sites can release pollution into groundwater or watercourses. Where a site is contaminated or there is good reason to believe that contamination may exist, either because of historic land uses or direct contamination through pollution incidents. Promoters of candidate sites should provide details of any land contamination and the potential source of the contamination if known.

Where it is found that the site is contaminated, the Council may require site promoters to undertake a site assessment and submit a report on the findings to establish the nature and extent of any land contamination

**6.9 Impacts on Adjacent Sites:** Some land uses and activities can give rise to significant environmental disturbance and have the potential to adversely impact on neighbouring uses and sites. For example, general industrial uses may generate light, vibration, noise, traffic and fumes. Problems can arise if such uses are near other uses such as housing, which are sensitive to noise and / or disturbance.

Site promoters should therefore consider the compatibility of the land use that the site is being promoted for and any likely impacts that development of the site might have on existing surrounding uses and provide details of these and any mitigation measures that

might be proposed e.g. landscaping, site management such as restrictions in operating hours etc.


Similarly, if existing neighbouring uses would be incompatible with the uses for which the site is being promoted, information should be provided on how these issues will be overcome.

**6.10 Physical Constraints:** Physical site constraints can limit or even prevent the development of a site. Such constraints may include (but are not limited to) existing structures (that need to be cleared prior to development), mains gas or sewerage systems which run through the site or overhead power lines.

Site promoters should provide details of all existing constraints that may affect the future development of the site and provide details of how these constraints will be overcome.

**6.11 Topography and Ground Conditions:** As with physical site features, the land condition itself may present issues for development. For example, the site topography, site stability or the presence of invasive species could have a bearing on development or site layout. Site promoters should provide details of such constraints and any mitigation measures proposed to overcome them.

## 7. Accessibility and Proximity to Services and Facilities

**7.1 Settlement Hierarchy** : National planning policy directs that new building in the open countryside away from existing settlements or areas allocated for development in development plans must continue to be strictly controlled. All new development should be of a scale and design that respects the character of the surrounding area. In respect of retail and employment uses, national policy sets out sequential tests which favours such proposals within existing town centres or on existing employment sites.

The adopted LDP identifies a “settlement hierarchy”, which ranks settlements according to their population size and range of services and facilities available. Generally, higher order settlements provide the most sustainable locations for growth, due to greater access to the services and facilities they offer.

Site promoters should indicate 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 identified settlement boundary.


Sites located within the open countryside will generally not be considered suitable for development, however the Council may consider “rural exception sites” where 100% affordable housing is proposed to meet local needs. Where a site is being promoted for affordable housing this should be outlined in section 3.10 & 3.11.

If the site is being promoted for retail and employment uses and is not on an existing employment site or in the case of retail, within a retail centre or out of town retail centre, information should be provided on why the proposal could not be located in these areas.

**7.2 Services & Facilities:** National planning policy highlights the importance of sustainable placemaking ensuring that new developments have access to a range of services and facilities by a range of transport means especially encouraging access by walking and cycling. The relative distance to existing facilities, public transport, including the level and

frequency of public transport provision is therefore an important factor in determining the suitability of sites for development.

Site promoters should indicate the approximate distance to key local services and facilities e.g. schools, convenience stores, supermarkets, health care facilities, open space and play areas, and provide details of the key services and facilities available within the specified distances.

**7.3 Sustainable Transport**  : Planning Policy Wales 11 promotes sustainable transport as alternatives to private car use. Sustainable travel includes walking, cycling and public transport such as buses and trains.

Site promoters should demonstrate how development of the candidate site would promote and increase sustainable travel and illustrate how the proposal meets the sustainable transport hierarchy set out in Planning Policy Wales (Fig 9 refers).

Information should be provided on the proximity of the site to existing and proposed Active Travel networks within the Vale of Glamorgan, cycle routes, local bus and rail services, Public Rights of Way etc. and how development of the site could contribute to expanding this network.

**7.4 Community Facilities:** Community facilities contribute to a sense of place which is important to the health, well-being and amenity of local communities and their presence is often a key element in creating viable and sustainable places. Community facilities are wide ranging and encompass amenities such as health centres, doctor's surgeries, educational facilities, social facilities such as community halls, public houses, libraries, and places of worship.

Site promoters should indicate whether the proposal would result in the loss of an existing community facility or in the creation of new facilities and in the case of the loss of a facility, provide information on why this would be acceptable e.g. alternative provision available, community facility not operational.

## **8. Supporting Infrastructure & Utilities**

**8.1 Mains Utilities:** Please indicate whether the site is capable of connection to the utilities indicated. If you answer 'No' to any of the utilities listed, please provide information on how such services and utilities will be provided.

If any consultations with the statutory utilities undertakers in respect of available system capacity have been undertaken, information should be provided on the outcome of these investigations.

**8.2 Highway Access:** Please provide details on whether the site is accessible from an existing highway network. If it is not currently accessible, please outline what infrastructure would be required to enable the site to be developed. A separate, accompanying plan should be submitted in support of the candidate site submission to demonstrate how access could be achieved to relevant Council highway standards.

If third party land is required to achieve access, details should be included of any contact made with the third-party landowner and/or any legal agreements reached to illustrate that site access will be achievable.

If the site is accessed via a Trunk Road you are advised to contact Welsh Government Highways and provide the result of that consultation with your submission.

## 9. Climate Change, Placemaking and Wellbeing

**9.1 Climate Change:** The Vale of Glamorgan Council along with the Welsh Government and other Councils across the UK have declared a global 'climate emergency' in response to a report by the International Panel on Climate Change and have committed to reduce its own carbon emissions to net zero before the Welsh Government target of 2030.

Site promoters should therefore provide details of how the proposal will seek to combat climate change and provide a resilient development. This information could 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 consider 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

**9.2 and 9.3 National sustainable placemaking outcomes & well-being goals:** Planning Policy Wales 11 promotes healthier places and sets out how local planning authorities can assist in maximising opportunities for improving health and well-being including maintaining and creating places that encourage healthy lifestyles, ensuring access to green spaces and community facilities, and promoting walking and cycling. It also highlights the importance of ensuring that the planning process minimises the potential negative impacts that new developments can have on physical and mental health by safeguarding amenity and by reducing exposure to noise and air pollution.

Site promoters should indicate how development of the site would meet the national sustainable placemaking outcomes set out in Planning Policy Wales 11 (Figure 5 refers):

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

Annex B of Planning Policy Wales 11 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.

**9.4 Health & Well-being:** The Council has prepared a checklist which highlights the close links between the built environment and health and well-being. Site promoters are encouraged to complete the health and well-being checklist in support of candidate site submissions.