



Local Development Plan 2021 > 2036

Cardiff Council - May 2021

Cardiff Replacement LDP Candidate Site Submission Form Guidance Note

Mae'r ddogfen hon ar gael yn Gymraeg/
This document is available in Welsh



www.cardiffldp.co.uk



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Background and Purpose of the Guidance Notes

This Guidance Notes has been prepared in conjunction with the Candidate Sites Submission Form to provide support to promoters of land and other interested parties on the information required as part of the submission of Candidate Sites.

The Guidance Note provides detailed advice on how to complete the Candidate Site Submission Form and will help ensure that interested parties include sufficient information and data to allow the Local Planning Authority to make a robust assessment.

The Call for Candidate Sites begins in May 2021. All Candidate Site Submissions along with any supporting evidence will need to be submitted by 20th August 2021. All information should be sent to:

Email: LDP@cardiff.gov.uk

Alternatively, hard copies can be mailed to:

The Development Plan Team Cardiff Council,
Room 219,
County Hall,
Atlantic Wharf,
Cardiff
CF10 4UW

Tel: 029 2087 2087

If you have any further question on how to complete the submission form or the Candidate Site Process in general, please do not hesitate to contact the Council's Development Planning Team who will be available to assist you. Officers can be contacted (preferably) via email at LDP@Cardiff.gov.uk or telephone on 029 2087 2087.

In accordance with the LDP Regulations, submitted sites will be made available for public inspection, and consequently cannot be treated as confidential. Data will however be handled in a manner that is GDPR compliant.

Please note that the submission of a site does not imply that it will be accepted and allocated for development by the Authority. All candidate site submissions will be available for public inspection in the form of a Candidate Site Register and cannot therefore be treated as confidential.

Candidate Site Submission Form: What to include

The following Guidance Notes have been produced to allow promoters to complete the Candidate Site submission form as comprehensively as possible and follows the format of the submission form.

A **separate** form must be completed for **each** individual **site or type of proposal** on each site. As a minimum, the submission should comprise of:

- A complete Candidate Site Submission form.
- An up-to-date plan on an Ordnance Survey bas map, at a scale of 1:1250 or 1:2500. The site boundary must be outline in **red**, with any additional land within the same ownership outlined in **blue**. Plans may be purchased directly from the Ordnance Survey websites, a link for which is provided below:
www.ordnancesurvey.co.uk

If facilities are available, it would be ideal if candidate site boundary details (red and blue polygons) could also be submitted in an electronic format utilising a suitable Geographical Information System. Suitable file formats could inc. .tab (mapinfo), .shp (ArcGIS) or .dxf (Autocad) etc. Plotted to the British National Grid coordinate system.

SECTION 1: CONTACT DETAILS

The site promoter will need to submit all relevant contact details on the Candidate Site Submission form. The date will be stored in a manner that is GDPR compliant.

Please note that if an agent is nominated on the form, all correspondence will be sent directly to the agent as opposed to the site promoter.

SECTION 2: SITE DETAILS

Site Name and Address – if the site has an existing name, please provide it here. If not, please provide a name associated with the locality, a nearby address or the site's previous use. If the site has no name but lies directly off a named road, state 'land to the (direction e.g., west of) of the (road name).'

Site Plan – Please provide an up-to-date plan on an Ordnance Survey base map at a scale of 1:1250 or 1:2500. The site boundary must be outlined in **red**, with any additional land within the same ownership outlined in **blue**. Additionally, please specify the OS Grid Reference or provide Eastings/Northings to indicate the site's location.

Eastings and Northings are demonstrated on the Council's interactive map, available at <https://www.cardiff.gov.uk/ENG/resident/Planning/Local-Development-Plan/Pages/default.aspx> . Once the site has been located, place the cursor in the centre of the site and provide the six-digit numbers for each (displaying in the bottom right-hand corner).

Site Area – The area of the Candidate Site should be indicated in **hectares**.

For residential Candidate Sites specifically, the minimum site threshold is either 10 dwellings or a minimum site size of 0.5 hectares.

Smaller sites can be submitted to the process, these will be included in the Candidate Site's Register. Such sites **will not however be considered as Candidate Sites for specific allocation**. These will be considered as part of the settlement boundary review, or small-scale windfall sites, self-build development or noting that they could come forward at some point during the plan period, if appropriate for development.

There are no minimum thresholds for all other land use Candidate Site submissions.

Site Type – the promoter should indicate whether the land is **brownfield** (previously developed land), **greenfield** or **'mixed,'** a combination of brownfield and greenfield. A definition of previously developed land can be found in Paragraphs 3.55 – 3.56 of Planning Policy Wales Edition 11 here: [Planning Policy Wales - Edition 11 \(gov.wales\)](https://gov.wales/planning-policy-wales-edition-11)

Current Use(s) - The submission should identify the **existing land use** of the proposed site. Such uses may include (but are not limited to) housing, employment, retail, leisure, community use etc. Should the site have more than one land use i.e., mixed use, please specify the uses present.

Proposed Use – The submission should identify the **proposed use** of the Candidate Site or indicate whether the existing use is to be retained. Such proposed land uses may include (but are not limited to) housing, employment, retail, leisure, community uses, mineral extraction, recycling, waste, tourism etc. If the site is proposed for mixed use, please indicate the land uses to be included, and the proportion and quantity of uses.

Brief Description of the Proposal – The submission should include a brief description of the proposal for which the Candidate Site is being submitted. Proposals for residential, for example, should include the number and type of dwellings to be accommodated on site; proposals for retail should include an indication of the net retail floorspace (in square metres). Employment proposals should indicate the type of use class (e.g. B1: office, B1: other, B2: industrial and B8: warehousing).

SECTION 3: OWNERSHIP

The site promoter should indicate whether they own the site that is being submitted and the land required for access. If not, contact details of any and all site owners may be submitted, subject to their agreement. A plan should illustrate ownership details, where multiple landowners are involved. All other landowners associated with the site and who wished to be informed directly of the site's progress, should also be included, if they do not wish to correspond with use directly. The contact details of all landowners will be stored in a manner that is GDPR compliant.

Where the site promoter does not own the proposed site, they should identify how its inclusion within the Replacement LDP will be achieved. For example, has a developer entered into an agreement with the landowner or vice versa? Has the landowner agreed to the potential development of the site, with or without conditions? The site promoter should provide evidence of any agreements undertaken to prove the site is deliverable and can be considered for inclusion in the Replacement LDP.

The site promoter should indicate whether the owner is willing to sell the land being proposed as a Candidate Sites, and whether they believe there to be an uplift in value, sufficient to encourage the sale.

Where the site promoter is not the landowner, they should provide details of any dialogue or agreements made with the landowner. Should the answer to either of these questions be 'no,' the site promoter may wish to indicate how they proposed to address the issues.

SECTION 4: PLANNING STATUS AND SITE SURVEYS

Is the site allocated within the current LDP – Details of all allocations within the current LDP can be found on the Council's interactive map, available at:

<https://www.cardiff.gov.uk/ENG/resident/Planning/Local-Development-Plan/Pages/default.aspx>

Current Planning Status – The submission should indicate whether there are any existing or extant planning consents on the proposed site. Full details, including the application reference number should be provided. Where applicable, information should be provided to indicate why the site was not developed for its permitted use.

Applications can be searched for using the Council's online search tool, available at:

<https://planningonline.cardiff.gov.uk/online-applications/>

Site Planning History – The site promoter should indicate whether the site has previously been granted or refused planning permission. If the site has been previously refused permission, the reasons for refusal should be included. Where a site has previously been approved, full details including the application reference should be provided.

Pre-application – Where a formal pre-application has been made, the pre-application reference number should be provided, alongside a brief synopsis of the advice provided.

Site Surveys – What site surveys are required or likely to be required? Have any previous surveys been undertaken as part of any previous application or has indication been given during formal or informal discussions with the Council regarding potential survey work that would need to be completed to develop the site? E.g., Flood Consequences Assessment.

SECTION 5: LOCATION AND ACCESSIBILITY

Key services and facilities – provide details regarding the proposed site’s proximity to existing key facilities and services, e.g., schools, open space, health care. Any services and facilities within a 400m radius (5 minute walk) should be noted on the submission form. If greater than 400m, the site promoter will need to indicate the distance to the nearest services and facilities and state what they are.

Public, Green and Open Spaces – adopt the same approach as for key services and facilities (above). Categories of Open Space can be viewed on the Council’s LDP proposals map, available at:

<https://www.cardiff.gov.uk/ENG/resident/Planning/Local-Development-Plan/Pages/default.aspx>

Areas of Open Access Land can be viewed here:

<http://lle.gov.wales/Catalogue?land=en&text=Open%20access>

Retail Centres- adopt the same approach as for key services and facilities (above). If there is an existing retail centre, as defined in the current LDP and illustrated on the proposals map within 400m of the site, the promoter should identify which centre it is. Where the site is not within 400m, the promoter should identify the name of the nearest designated retail centre and the distance. The defined retail centres can be viewed on the Council’s LDP proposals map available at:

<https://www.cardiff.gov.uk/ENG/resident/Planning/Local-Development-Plan/Pages/default.aspx>

SECTION 6: SITE CHARACTERISTICS AND CONTEXT

Physical Constraints – identify physical constraints on site that will need to be overcome. Such constraints may include (but are not limited to) existing structures (that need to be cleared prior to development), site stability, invasive species e.g., Japanese Knotweed. Details of the constraint should be provided, alongside any proposed solutions to overcome the constraint(s).

Conflicting Neighbouring Uses – provide details of potentially conflicting or ‘bad neighbour uses’. For residential proposals, a bad neighbour may include various industry, power lines, gas pipelines or major highways. Conflicting uses for heavy industry or quarry proposals could be existing residential.

Impacts to the proposal, along with any proposed solutions should also be detailed on the Submission Form.

Other Key Constraints – indicate whether the site is subject to any other key constraints (e.g., landscape designations, minerals safeguarding). Information can be obtained on the Councils online interactive Local Development Plan Map, available at:

<https://www.cardiff.gov.uk/ENG/resident/Planning/Local-Development-Plan/Pages/default.aspx> and via the **Constraints Map**.

Public Rights of Way – The site promoter should indicate whether the proposed site contains any public rights of way. Information on public rights of way is available on the Council’s website available at: <https://www.cardiff.gov.uk/ENG/resident/Parking-roads-and-travel/Public-rights-of-way/Definitive-Map/Pages/default.aspx>

SECTION 7: ACCESSIBILITY AND HIGHWAY CAPACITY

Current Accessibility – state whether the site is accessible from an existing highway network, and what grade of highway. If not, currently accessible what infrastructure is needed to deliver the site? A separate, accompanying plan should be submitted to demonstrate how access could be achieved. If third party land is required to achieve access, details should be included of any contact made with the third-party landowner. The third party should be contactable to confirm any agreements.

Funding/Finance – The site promoter should indicate whether they have the necessary finance or funding in place to deliver the site infrastructure required. Details of funding to cover infrastructure costs should be provided to the Council, where they are in place. Where no arrangements are in place, the landowner should specify how they intend to secure finance/funding.

Active Travel Routes – Provide details regarding the proposed site’s proximity to either existing or planned Active Travel Routes. Are there any Active Travel Routes within 400 metres of the site? Indicate the distance to the nearest Active Travel Route, even if greater than 400m. The Council’s Active travel network map is available at: <https://www.cardiff.gov.uk/ENG/resident/Parking-roads-and-travel/transport-policies-plans/integrated-network-map/Pages/default.aspx>

Public Transport – Provide details regarding the proposed site’s proximity to existing bus stops and rail stations. Are there any public transport services within 400 metres? Which facilities are near the sites and what areas do they serve? Provide information regarding the frequency of the bus/train services and whether there are any obstacles en route to accessing the public transport, e.g., lack of footpaths. Indicate the distance to the nearest public transport facilities, if greater than 400m and indicate which facilities they are.

SECTION 8: LANDSCAPE AND ENVIRONMENT IMPACT

Contamination – If there is a risk that any part of the proposed site is contaminated details of the potential source of contamination should be provided. Land can be contaminated for several reasons, including but not limited to asbestos, heavy metals, gases, radioactive substances etc. Land is legally defined as contaminated land where substances are causing or could cause significant harm to people, property of protected species, significant pollution of surface waters or groundwater and harm to people because of radioactivity.

Further information is available at: <https://www.srs.wales/en/Environmental-Health/Noise-and-Air-Pollution/Contaminated-Land.aspx>

Conservation Area – Does the site fall within a designated Conservation Area. Information is available at:

<https://www.cardiff.gov.uk/ENG/resident/Planning/Conservation/Pages/Conservation.aspx>

and via the **Constraints Map**

Heritage Asset – Does the site affect an existing heritage asset such as a listed building? This information is available at:

<http://ishare.cardiff.gov.uk/mycardiff.aspx?layers=ListedBuildings&startEasting=315000&startNorthing=179000&startZoom=50000>

Agricultural Land – Would the site result in the loss of grade 1, 2 or 3a agricultural land? The classification of agricultural land to be lost should be stated on the Candidate Site Submission Form. The site promoter should also indicate whether the land is currently in use for agricultural purposes, along with the amount of agricultural land likely to be lost. Further information on agricultural land classifications can be found on the Welsh Government's websites at:

[Agricultural land classification: predictive map | GOV.WALES](#)

Green Wedge/Special Landscape Area – Does the site fall within a Green Wedge or Special Landscape Area in the current Local Development Plan and illustrated on the proposals map? The Green Wedge and Special Landscape Area can be viewed on the Council's LDP proposals map available at: <https://www.cardiff.gov.uk/ENG/resident/Planning/Local-Development-Plan/Pages/default.aspx>

Green Infrastructure/Habitat Connectivity – The site promoter should indicate whether they intend to contribute to the network of green infrastructure or habitat connectivity by providing land for such purposes, as part of any development of the Candidate Site. If so, the site promoter should provide details of their intentions.

National, Regional or Local Environmental Designations – Indicate whether the site falls into any of the following: A Site of Special Scientific Interest (SSSI); a Site of Importance for Nature Conservation (SINC); a Special Area of Conservation (SAC); a Regionally Important Geological Sites (RIGS); a Local Nature Reserve (LNR); a Historic Park or Garden (HP/G); or whether there is a Tree Preservation Order (TPO) anywhere within the site's red line boundary. The site promoter should tick all that apply on the Candidate Site Submission Form.

The **Constraints Map** can be used to determine whether any such designations affect your Candidate Sites.

SECTION 9: FLOOD RISK

The site promoter should indicate whether the site falls (wholly or partially) within a C1 or C2 flood risk zone (Zone 3 within new TAN15), or within a High or Medium surface water and ordinary watercourse flood risk zone (Zone 3 within new TAN15). The appropriate information is available at: <https://naturalresources.wales/evidence-and-data/maps/long-term-flood-risk/?lang=en>

In accordance with national planning policy, new development should be directed away from C1 and C2 flood zones, towards suitable land within Zone A, or otherwise Zone B (where river flooding is less of an issues). Highly vulnerable development (such as residential) and Emergency Services will not be permitted in a C2 flood risk zone and will therefore not be allocated within them. Other Candidate Sites within a C1 or C2 flood risk zone must prove that they are acceptable in principle, as such they must be supported by a Flood Consequences Assessment (FCA). The FCA will identify the consequences of the development and how it can be managed to an acceptable level, without causing further flooding issues or having a detrimental impact elsewhere.

Technical Advice Note 15 is available on the Welsh Government's website at:

[Technical advice note \(TAN\) 15: development and flood risk | GOV.WALES](#)

The Council is not responsible for assessing the acceptability of any Flood Consequences Assessment submitted. FCAs should be acceptable to Natural Resources Wales (NRW), who will form part of the Candidate Site Assessment process. The Council may also, at any time, request further information or evidence during the Candidate Site process, particularly where consultation responses raise issues such as tidal, fluvial, or surface water flooding and the associated impacts of climate change.

It should be noted that the stance on flood risk is currently evolving and TAN15 is due to be update soon. Assessment of sites will be made in accordance with the most up-to-date adopted policy.

SECTION 10: MINERAL SAFEGUARDING AREAS AND BUFFER ZONES

The sites promoter should indicate whether the site falls within a mineral safeguarding area or buffer zone. If so, the name or reference of the mineral safeguarding area or buffer zone should be stated on the Candidate Site Submission Form. The mineral safeguarding areas and buffer zones can be viewed on the adopted **LDP Proposals Map**.

The adopted **LDP Proposals Map** is available here:

<https://www.cardiff.gov.uk/ENG/resident/Planning/Local-Development-Plan/Pages/default.aspx>

SECTION 11: INFRASTRUCTURE CAPACITY

The relevant boxed should be ticked to indicate whether the site is served by the utilities listed. Any other form of service should be stated in the box provided. Should utility provision not be available at the site, the site promoter should explain how access to such services will be achieved.

SECTION 12: DELIVERABILITY AND VIABILITY

Landowner Intentions - If the site promoter is the current landowner, it should be stated whether it is their intention to develop the site. If not, details of discussions with any developers should be provided.

Funding/Finance – Details of funding to cover all development costs should be provided to the Council, where they are in place. Where no arrangements have been made, the landowner should specify how they intend to secure finance/funding (e.g., bank loan, grant funding etc.).

Discussions with Potential Developers – provide details of any discussions that have taken place with potential developers.

Developer- The site promoter should state whether there is a developer on board with whom they have entered into an options agreement or some other contractual agreement. If so, details should be provided to the Council. If not, the site promoter should indicate at what point there is likely to be developer involvement.

Policy Obligations – The site promoter should provide an indication of whether the site is able to be delivered whilst accommodating full policy requirements, in relation to Section 106 obligations. The existing policy requirements can be found in the Council’s Supplementary Planning Guidance available at:

[https://www.cardiff.gov.uk/ENG/resident/Planning/Planning-Policy/Supplementary-Planning-Guidance/Documents/Cardiff%20Planning%20Obligations%20SPG%20-%20Edition%201%20\(26th%20January%202017\).pdf](https://www.cardiff.gov.uk/ENG/resident/Planning/Planning-Policy/Supplementary-Planning-Guidance/Documents/Cardiff%20Planning%20Obligations%20SPG%20-%20Edition%201%20(26th%20January%202017).pdf)

Sustainable Drainage Systems- Issues such as the topography (e.g., Is the site sloping greater than 1:20), land conditions and previous land uses of the site (contaminate land, made up ground), high groundwater table, environmentally sensitive areas, and the development proposal itself would have impact on whether SUDs can be utilised on the site, or the options available for them. Multiple constraints would have a greater impact. These general site characteristics should be identified at the submission stage.

The incorporation of SUDs would be considered at the Viability/Deliverability Stage in conjunction with the Council Officers who maintain the function of the Sustainable Drainage Approval Body. Further information is available at:

<https://www.cardiff.gov.uk/ENG/resident/planning-and-suds/suds-approval-body/sustainable-drainage/Pages/default.aspx>

Viability – It should be indicated with all things considered, whether the site is deemed to be viable for development. Please be aware that a full viability assessment will be required prior to any allocation of a site. This is considered further in the Candidate Site Methodology.

Viability Assessment – The site promoter should specify whether a viability assessment has been undertaken on the proposed sites and its associated scheme. If so, a copy of the assessment form should be submitted to the Council with the Candidate Site Submission Form.

Site Availability –If the site has planning permission in place at present, would the site be immediately developable? The site promoter will need to provide details of any barriers that would prevent the site coming forward immediately, assuming that all necessary permissions have been granted.

Restrictive Covenants, Legal Agreements or Claw Back Values – Indicate on the Candidate Site Submission Form whether the site has any known covenants or other restrictions on any part of the land within the site boundary. If any such restrictions have been placed on the land, details should be provided to the Council. The site promoter should also specify how the restriction will impact upon the proposal and offer any solutions to overcome the restriction.

Approximate Timescales – Please indicate (in the table provided in the Candidate Site Submission Form) an approximate timescale for the delivery of your Candidate Site. For solely residential proposals, please provide an indication of when development may commence and the approximate number of houses to be built per annum according to your proposed development schedule.

ADDITIONAL INFORMATION

Please provide any further relevant information that has not been covered by previous questions but supports your submission.

To ensure all sections of society can be involved in the candidate site process Planning Aid Wales has published guidance for Gypsies and Travellers, including Travelling Showpeople, on how to engage in the planning process to appropriately plan for their needs.

(<http://www.planningaidwales.org.uk/gtguide> provides a link to the guidance and accompanying video. Planning Aid Wales (PAW) has also published guidance on the use and preparation of Place Plans which may provide a useful resource for communities and Town Councils <http://www.placeplans.org.uk/>

The responsibility of undertaking relevant technical work to support a site's inclusion in the plan, including all financial costs, resides solely with the site promoter.

All and any supplementary supporting evidence are welcomed to be submitted with your Candidate Site. It should be noted that where you have identified that your site does not fully accord with the submission and assessment criteria, further evidence should be submitted to show how these shortfalls and constraints can be overcome. Further information may also be sought by the Council where it is determined necessary and appropriate to enable the site to be considered in further stages of the Candidate Site assessment process. These requirements, and those relating to the level of detail of supporting evidence required (particularly for evidencing deliverability and viability of your site(s)), are set out in the Candidate Site Methodology.

It should be noted that the submission of Candidate Sites, nor its acceptance as being duly made, does not imply a site is suitable for inclusion within the plan.