

The Housing and Economic Land Availability Assessment (HELAA) is a technical study prepared to inform the Council's local planning framework. The assessment and identification of sites has no status in formally allocating land for future development and will not be treated as a material consideration in any future decision that the Council makes on individual planning applications.

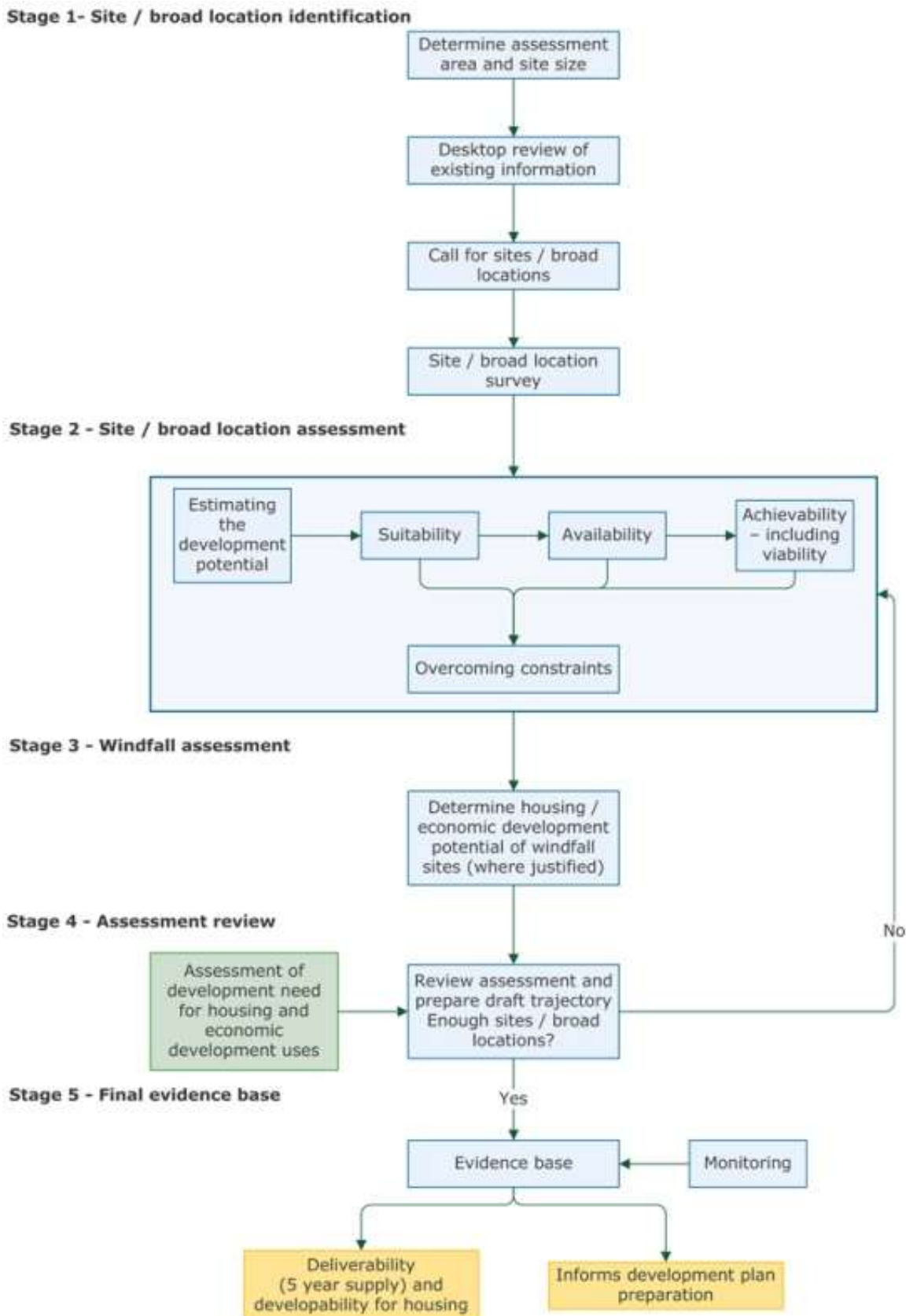
The purpose of the HELAA is to quantify the future supply of housing and employment land. It does this through assessing sites with future development potential. It is not a statement of policy and does not allocate sites to be developed. This is the role of the Local Plan.

The identification of potential development sites within the HELAA as deliverable does not oblige or mean that the Council will grant planning permission for development. All planning applications will continue to be considered against the appropriate policies in Hertsmere's local planning framework and any other material considerations. The inclusion of potential housing sites within the study does not preclude them from being developed for other purposes.

1. Introduction

- 1.1 The NPPG states that an assessment of land availability identifies a future supply of land which is suitable, available and achievable for housing and economic development uses over the plan period. An assessment should:
- Identify sites and broad locations with potential for development;
 - Assess their development potential and suitability; and
 - Assess the likelihood of development coming forward (the availability and achievability)
- 1.2 The process followed for the 2017 HELAA closely aligns with the methodology set out in the PPG. This methodology is not substantively different from that followed in the SHLAA update undertaken in 2015.
- 1.3 The PPG sets out five main stages to preparing a HELAA, illustrated in Figure 1 below.

Figure 1: HELAA Methodology, Strategic Housing Land Availability Assessment Practice Guidance



2. **Stage 1: site/broad location identification**

Geographical area covered

- 2.1. The assessment covers the whole borough of Hertsmere, which lies within the SW Hertfordshire strategic housing and functional economic market areas.

Other parties involved

- 2.2. In line with the duty to cooperate other local planning authorities in the SW Hertfordshire SHMA and FEMA, together with other neighbouring authorities are being engaged in the HELAA process.
- 2.3. The following other bodies are also being engaged in the HELAA process:
- Developers, land owners and promoters of land
 - Local property agents
 - LEP
 - Local interest groups
 - Businesses and business representative organisations
 - Parish and town councils
 - Other public and statutory bodies

A complete list of those invited to comment on the HELAA methodology and to submit sites to the call for sites is attached at Appendix 1

Size of site and broad locations

- 2.4. Sites and broad locations capable of delivering 5 or more dwellings or 0.25ha/500 sq m of economic development are being considered for inclusion in the HELAA. Sites are being identified without reference to the amount of land for development needed.

Types of site

- 2.5. In line with the guidance in the NPPG, sites with policy constraints are being included in the initial list of those to be considered for inclusion in the HELAA. Only a very limited number of policy constraints (see 2.9 below) will lead to exclusion of sites from consideration prior to *Stage 2 site/broad location assessment*.
- 2.6. In identifying the list of sites/locations to be considered for assessment account has been taken of the guidance in the NPPG, and where relevant sites in the following categories are being included:
- Existing Local Plan allocations without planning permission
 - Sites identified through the SADM consultation process but not included in the current Local Plan
 - Sites included in previous SHLAA/HELAA's, unless the promoter has indicated they are no longer available or they are otherwise no longer suitable available or achievable.
 - Sites submitted through the call for sites 2016/2017
 - Development briefs without planning permission
 - Refused, withdrawn and lapsed planning applications (since the 2015 HELAA update)

- Land in Local Authority ownership or subject to the plans of Hertfordshire County Council, Government, NHS, police, fire, utilities providers, statutory undertakers (as indicated through the call for sites)
- Surplus public sector land
- Vacant and derelict land and buildings
- Additional opportunities in established uses eg under-used garage blocks
- Business requirements
- Sites in rural areas
- Large scale redevelopment of existing residential or economic areas
- Sites in and adjoining rural settlements and rural exception sites
- Urban extensions
- Free standing settlements
- Any other sites as judged appropriate by Council officers

Where sites already have planning permission or Prior Approval they will be included in the HELAA but further detailed site assessments are not considered necessary unless other information suggests this to be required (see para 3.3 below).

A complete list of sources of sites suggested in the NPPG is at Appendix 2

Call for Sites

- 2.7 Stakeholder input plays a key role in the delivery of a robust HELAA evidence base. As part of the HELAA 2017, a call for sites was issued in early 2017. This was publicised on the Council's website, in press releases, and in the first newsletter concerning the preparation of the new Local Plan which was circulated to all residents in the borough with the winter edition of the council's newsletter Hertsmere News. The new Local Plan preparation process was itself also promoted through social media and press releases and people were encouraged to visit the council's website for further information. In addition a specific request for people to submit sites was included in the spring edition of Hertsmere News. The Council also wrote to a wide range of organisations, including those identified in paragraph 2.3 above and listed in Appendix 1, inviting them to submit sites for assessment.
- 2.8 A HELAA questionnaire has been and remains available on the website; those submitting sites for consideration are required to complete the questionnaire and provide a site plan with the site boundaries clearly indicated. A copy of the questionnaire is attached at Appendix 3.

Site and broad location survey (a)

- 2.9 Conflict with a limited range of national policies and designations will exclude sites from further assessment as follows:
- SSSI, Wildlife Sites, Local Nature Reserves and Regionally Important Geological Sites – locating housing or employment development on these sites could result in the loss of significant protected species, habitat, visual amenity and/or areas of general scientific interest.
 - Historic Parks and Gardens, Scheduled Ancient Monuments, Historic Battlefields and Sites of Archaeological Interest - housing or economic development on these types of sites would compromise the amenity value and/or historic value of such sites.

- 2.10 Sites and broad locations are not excluded at this stage on the grounds of being located within the Green Belt (as identified in the current Local Plan 2016), or within Flood Zone 3 (as identified in the current Strategic Flood Risk Assessment 2009). This is because
- Green Belt: given the quantum of new development that is likely to be required in the next 15 years there may be a need to identify sites that are currently in the Green Belt for development
 - Flooding: the SFRA is currently under review and it is possible that there may be some adjustments to defined flood envelopes which could affect areas considered to be capable of being developed.

Mapping

- 2.11 All sites are being mapped for assessing the sites and to eliminate duplicates.

3. Stage 2: Site/broad location assessment

- 3.1 To enable a preliminary judgement to be made about whether a site or broad location can be considered deliverable or developable over the plan period, its suitability, availability and achievability will be assessed. For those sites/areas judged to be suitable, available and achievable, an assessment of their development potential will enable their potential contribution to meeting housing and employment land needs over the plan period to be identified. A combination of desk based and site survey work will be used.
- 3.2 Sites assessed in previous SHLAA/HELAA updates will be reviewed to ensure the information is up to date; they will not however be subject to site visit and full assessment unless there is evidence that circumstances pertaining to the site have changed significantly.
- 3.3. Where sites already have planning permission, site assessments are not considered necessary as planning permissions provide a high degree of certainty in terms of yield. Sites will be taken as being available deliverable and achievable unless other information suggests that they should be reassessed.

Site and broad location survey (b)

- 3.4 A new pro-forma to enable assessment and survey work to be undertaken in a more integrated way that in previous SHLAA updates has been produced. This is attached at Appendix 4. New HELAA sites are to be surveyed and assessed using this pro-forma.
- 3.5 A desk based initial assessment of the potential contribution to housing and economic land supply of each site/broad location can be undertaken prior to undertaking a site visit. The site visit will enable existing information about the site to be confirmed/corrected and will enable any questions arising during the process of assessing suitability, availability and achievability in relation to the potential development of any site (see paragraphs 3.7ff below) to be checked at the same time.
- 3.6 The site survey will include recording/checking the following information:
- Site size
 - Site boundaries
 - Site location
 - Current land-use(s)
 - Surrounding land use(s)
 - Character of surrounding area

- Physical constraints (e.g. access, steep slopes, evidence of flooding, natural features of significance, pylons, trees)
- Potential environmental constraints
- Development progress (e.g. ground works completed, number of homes started and number of homes completed)
- Initial assessment of whether the site is suitable for a specific use or a mixed-use development

As well as ensuring that up to date information has been captured the survey will assist with

- Firming up on appropriate type/scale of development
- Firming up on deliverability, any barriers and how to overcome them
- Identifying any further sites nearby with potential for development

Assessment

- 3.7 Sites will be assessed for their suitability, availability and achievability. Where constraints are identified action that would be needed to remove them will be considered. This will enable a realistic assessment to be made of the potential type and quantity of development that could be delivered on each site/broad location and in what timescale.

Assessing Suitability

- 3.8 Suitability will be guided by:
- Existing and emerging local plan policy and national policy. Policy restrictions may affect the quantum of development that a particular site can reasonably deliver under current planning policies. Where there is a clear prospect that relevant policies in the new Local Plan may change and affect the status of the site/location in policy terms eg the current designation of a site no longer reflects development which has since occurred on that site, this will be taken into account. Otherwise, sites which could not be reasonably delivered under current planning policies will be recorded separately in a category of sites which, whilst available and developable, would not be acceptable under the current Local Plan.
 - Market and industry requirements
 - Physical limitations or problems such as access, infrastructure, ground conditions, flood risk, hazardous risks, pollution or contamination
 - Potential impacts including the effect on landscapes including landscape features, nature and heritage conservation
 - Appropriateness and likely market attractiveness for the type of development proposed
 - Environmental/amenity impacts experiences by potential occupiers and neighbours

Assessing Availability

- 3.9 An available site is one where on the best information available there is confidence that there are no legal or ownership problems eg multiple ownerships, ransom strips, tenancies or operational requirements of landowners. This will often mean that the land is owned by a developer or landowner who has expressed an intention to develop, or the landowner has expressed an intention to sell. Where problems are identified an assessment will be made as to how and when they can realistically be overcome. The delivery record of the developer or landowner concerned, and planning history of the site may also be taken into account in assessing availability. The current use of the site may also affect its availability during the

Plan period – eg a quarry with 10 years’ worth of resource still to be extracted may not be developable until years 11-15 at the earliest, and possibly much later.

Assessing Achievability

- 3.10 An achievable site is one where there is a reasonable prospect that the type of development proposed will be developed at a particular point in time. This means that
- it should be economically viable, and
 - the developer has capacity to complete and let or sell the development over a certain period.

Constraints

- 3.11 Where the above assessments identify constraints to development, the actions needed to enable sites to be delivered will be considered. This may include eg:
- Consolidating ownerships
 - Investment in infrastructure
 - Environmental improvement
 - Changes to emerging development plan policy

Timescale – Deliverable/Developable

- 3.12 The following information will be used to estimate the timescale within which each site/location is likely to be developed:
- Suitability, availability, achievability and constraints
 - lead-in times for development proposed
 - build-out rates for development proposed
- 3.13 To be considered deliverable, sites should be available now, offer a suitable location for development now, and be achievable with a realistic prospect that housing will be delivered on the site within 5 years and in particular that development of the site is viable. (NPPF footnote 11)
- 3.14 To be considered developable, sites should be in a suitable location for housing development and there should be a reasonable prospect that the site is available and could be viably developed at the point envisaged (6-10 or 11-15 years). (NPPF footnote 12)

Estimate development potential

- 3.15 For those sites considered to be suitable, available and achievable within the Plan period, an estimate of the site’s capacity /development potential will be made.
- 3.16 The method of assessing residential development potential used in the 2015 SHLAA will continue to be used. This method uses a baseline density of 30 dwellings per hectare and allows for factored increases/decreases according to a range of indicators including a site’s accessibility, surrounding density and character and likely dwelling types to be accommodated. Where the estimated development potential of a site is less than that assumed by a landowner making a submission the viability, and hence achievability, of a site may be affected and have to be re-visited.
- 3.17 For economic development sites floor space densities and other measures used to assess employment land requirements in the Economy Study 2016 together with any relevant

planning history or submissions from owners will be used as a guide to assessing development potential.

- 3.18 Sites capable of delivering less than five units are excluded from the identified site yield. Future yield from these sites will be accounted for through the windfall allowance.
- 3.19 Some yield based on developments that have been refused planning permission may be included; this will be the case if the development was supported in principle and it is considered likely that an amended version of the proposal will be pursued and may subsequently obtain planning permission.
- 3.20 Most planning permissions are implemented, but some lapse. Where sites already have planning permission, the potential reduction in yield arising from permissions not being implemented will be identified. As with the 2015 SHLAA, a discount rate based on an analysis of planning permissions that have lapsed over the preceding 10 years will be applied.
- 3.21 As was the case for the 2015 SHLAA update, self-contained units of C2 extra care housing are taken as a source of potential housing supply.

4. Stage 3: Windfall Assessment

- 4.1 Should the initial assessment of identified sites indicate that it would be appropriate, an assessment of likely housing delivery from windfall sites will be undertaken. An analysis of long term windfall delivery rates was undertaken for the Site Allocations and Development Management Policies Plan Examination in 2016 and accepted by the Inspector; if windfall sites are included in the current HELAA the same approach will be applied.
- 4.2 Windfall sites are those which have not been specifically identified as available through the Local Plan process. They normally comprise previously-developed sites that have unexpectedly become available. The NPPF (paragraph 48) and PPG enables Local Planning Authorities to make an allowance for windfall sites in the five-year supply if they have compelling evidence that such sites have consistently become available in the local area and will continue to provide a reliable source of supply. Windfall sites have been a significant source of housing supply over many years, as evident in the monitoring data published in previous years by the Council.
- 4.3 Paragraph 24 of the PPG also specifies that Local Planning Authorities have the ability to identify broad locations in years 6-15, which could include a windfall allowance based on a geographical area (using the same criteria as set out in paragraph 48 of the NPPF).
- 4.4 In accordance with the PPG, residential gardens are excluded from windfall yield.

5. Stage 4 - Assessment Review

- 5.1 The capacity, availability, suitability and achievability of all sites, together with phasing details (ie 0-5 years, 6-10 years, 11-16 years) will be collated. An overall risk assessment as to whether sites will come forward as anticipated will be undertaken. An indicative housing trajectory will then be produced. Should a shortfall against objectively assessed need be identified there will be a need to re-visit the assessments and consider whether any further sites/locations can be identified.

6. Stage 5 – Final Evidence Base

6.1 The outputs from the HELAA will include:

- List of all sites or broad locations considered, cross-referenced to their locations on maps;
- An assessment of each site or location in terms of its suitability, availability and achievability (including viability) to determine whether it is realistically expected to be developed and when;
- Further detail for those sites which are considered to be realistic candidates for development, where others have been discounted for clearly evidenced and justified reasons;
- The potential type and quantity of development that could be delivered on each site/location, including a reasonable estimate of build out rates, setting out how any barriers to delivery could be overcome and when;
- An indicative trajectory of anticipated development

APPENDIX 1

HELAA 2017 CONSULTATION LIST

The following have been invited to submit sites to the Call for Sites and to comment on the proposed HELAA Methodology.

Councils, Government Departments and other Statutory organisations

Aldenham Parish Council
Elstree and Borehamwood Town Council
Ridge Parish Council
Shenley Parish Council
South Mimms Parish Council
Hertfordshire County Council
Dacorum Borough Council
East Herts Borough Council
St Albans District Council
Three Rivers Borough Council
Welwyn Hatfield Borough council
Watford Borough Council
LB Barnet
LB Enfield
LB Harrow
Colney Heath Parish Council
London Colney Parish Council
North Mymms Parish Council
St Stephens Parish Council
Watford Rural Parish Council
Greater London Authority
Hertfordshire Police
Hertfordshire LEP
Ministry of Defence
DEFRA
Environment Agency
NHS
NHS Property
Herts Valley CCG
Hertfordshire Community NHS Trust
Watford Chamber of Commerce
Affinity Water
Thames Water
British Gas
National Grid
NPower
EDF Energy
EE
Energy UK

EON Energy
SSE
UK Power Networks
CPD.CustomerServices@hertfordshire.gov.uk
Govia Thameslink
Highways England
Transport for London
Network Rail

Developers/ Agents/Land Owners

Affinity Sutton - now Wandle
AKT Planning and Architecture
Alan Cox Associates
Aldenham Residential
Aldwyck HA
David Ames Associates
Anderson
Annington Property Limited
Apcar Smith Planning
APC Planning Ltd
Armstrong Rigg
Aylward Town Planning Ltd
Barker Parry Town Planning
Barratt North London
Barton Willmore LLP
Beechwood Homes
Bell Cornwell
Bellway Homes
Berkeley Group
Bidwells
Bishopswood Estates Ltd
Blue Sky Planning
BNP Paribas Real Estate
Boyer Planning
Bio Products Laboratory
CALA Management Ltd
Capita
Careys New Homes
Catalyst Land Solutions
Catesby Property Group
CC Town Planning
CgMs Ltd
Chris Thomas Ltd
Circle Housing Group
Cliff Walsingham & Company
Colliers CRE

Comer Homes
Commercial Estates Group
Consensus Planning Ltd
Countryside Properties (Southern) Ltd
County Group
Stewart Ross Associates
Dandara Group Holdings Ltd.
Daniel Rinsler & Co Ltd
Daniel Watney
Deloitte Real Estate
Defence Estates
DLA Town Planning
DLP Planning
DMH Stallard
DPDS Consulting
Edaw PLC
Edwards Covell
Elliott Burkeman Minton Group
Fisher German LLP
Fusion Residential
Fusion Online Ltd
Gerald Eve
Gregory Gray Associates
GL Hearn
Grigg Homes
Heaton Planning
Heine Planning
Hepher Grincell
Heronlea Group
Hightown Praetorian and Churches Housing Association
Mark Homan
House Builders Federation
Iceni Projects Limited
Inland PLC
Januarys Consultant Surveyors
Jehovas Witnesses
JB Planning
Jennifer Lampert Associates Ltd
Jeremy Peter Associates
JFL Planning
Jones Lang LaSalle,
JPB Architects
KJD Solicitors
Knight Frank LLP
Lambert Smith Hampton
Land and partners

Lanes New Homes
Linden Homes
Martin Robeson
Shakespeare Martineau
Maze Planning Ltd
McGuire Architecture & Design
Roy Monk
Nathaniel Lichfield & Partners
Newell Projects Ltd
Nicholas King Homes
Paradigm Housing Group
Peacock and Smith
Pegasus Group
Persimmon Homes
Peter Brett Associates
Phillips Planning Services Ltd
Planning Potential
Planning Works Ltd
PlanwareLtd
Robert Pott
PPML Consulting Ltd
Prestige Products
Preston Bennett Planning
Quod Consultancy
Rapeleys LLP
Redrow Homes
Relic Homes
rg+p Ltd
Rinsler & Co
Robin Bretherick Associates
Robson Planning Consultancy
Rolfe Judd
Rosenfelder Associates
RPS Planning and Development Ltd
RPS PLC
Rumball Sedgwick Chartered Surveyors
Savills
Shandler Homes
Shanly Homes
Silk Planning
Smith Jenkins
SSA Planning
St Modwen PLC
Ian Stewart
Stewart Management and Planning Solutions
Stewart Ross Associates

Strutt and Parker LLP
Taylor Wimpey
Terence O'Rourke
Tetlow King Planning
Turley Associates
Vincent & Goring
Walsingham Planning
Weston Home Plc
Woolf Bond Planning LLP
Wyevale Garden Centres Ltd.
Wakelin Associates
VRG Planning Ltd
Jeremy Peter Associates
Robert Young Associates
A.C.P. Askew
T Ball
Blue Sky Planning
British Land Company PLC
Carter Jonas
Clivenden Homes
David Russell Associates
DPP LLP
E M Pick Planning
Frank Timothy Associated Ltd Architects
Freeth Melhuish
George Wimpey Strategic Land
GHM Rock Townsend
Hertford Planning Service
Jarvis Homes
JCPC Ltd
John Griggs and Son LTD
John Martin & Associates
Kent Jones and Done
Land Securities Trillium
Landmark Information Group
Leach Homes
Lennon Planning
LEVVEL Old Road Securities PLC
M J Mapp LLP
Mike Hastings Design
MVM Planning
Mymmsmead Land Trust
Pearson Associates
Planning Bureau Limited
Planning Issues
Post Office Property Holdings

RAF Hard FM Land Management Services
Sheppard Robson
Slough Estates plc
Scott Land Properties
Taylor Wimpey
Widacre Homes Ltd

Estate Agents

Abaco
Aitchisons
Andrew Ward, Potters bar
Auckland Estates, Potters Bar
Barkers
Barkers
Barkers
Barons, Borehamwood
Carrington Estate Agent
Churchills, Bushey
Clarets Estate Agents
Duncan Perry Estate Agents
Eden Estates Borehamwood
Fine & Country - Radlett
Haart
Hobdays
JW&Co Langleys
L&H Residential Borehamwood
LEV Lettings & Sales Borehamwood
Lumleys Estate Agents Radlett
Martin Allsuch
Michael Yeo
Morris & Joel Borehamwood
Open Estates
Raine & Co
Shenley Estates
Simmons Estates
Squires Estates Borehamwood
Statons
Vanessa McCallum Estates Potters Bar
Village Estates
Winkworth - Borehamwood & Elstree

Interested Organisations

Allotments Association (Watford)
Borehamwood Four Parks Friends Association
Bushey Heath Residents Association
Bushey Green Belt Association; Little Bushey Residents Assoc

Bushey Hall Park Residents Association
Bushey Museum
Bushey Residents Action Group
Caldecote Neighbourhood Association
Cherry Tree Lane Green Belt Protection Group
Church Commissioners
Community Development Agency for Hertfordshire
CPRE Hertfordshire
Cranborne Road Residents Association
Elstree and Borehamwood Green Belt Society
Elstree and Borehamwood Residents Association
Groundwork Hertfordshire
Hadley Wood Assoc. Council
Hartsbourne Manor Residents Association
Haydon Hill House (Garden Association) Ltd
Heathways Residents Association
Letchmore Heath Village Trust
Little Heath Action Group
Local Agenda 21 Transport & Pollution Group
Manor Court Residents Association
Maxwell Park Community Centre
Merryhill Residents Association
National Federation of Gypsy Liaison Groups
Newlands Avenue Road Committee
North Bushey Residents Group
North Mymms District Green Belt Society
Oakridge Avenue Road Association
Open Spaces Society
Oxhey Village Environmental Group
Paddock Road Allotments
Patchetts Green, Roundbush & Aldenham Conservation Society
Potters Bar Chamber Of Commerce
Potters Bar in Focus
Potters Bar Society
Potters Bar Society (Rural Access Co-ordinator)
Potters Bar Society (Town Group)
Radlett Society and Green Belt Association
Railtrack plc
Ridge Residents Association
Royds Conservation Residents Association
Save the Green Belt Association
Shenley Park Trust
Shenley Village Society
Swanland Road Residents' Group
The Bushey Forum
The National Federation of Gypsy Liaison Groups

The Ridgeway Road Association
The Royal Veterinary College
The Woodcock Hill Village Green Members
The Woodland Trust
Warren Estate Residents Association
Well End Residents Association
Woodland Trust
Wroxham Residents Action Group

APPENDIX 2

EXTRACT FROM PPG – POTENTIAL SOURCES OF SITES

Type of site	Potential data source
Existing housing and economic development allocations and site development briefs not yet with planning permission	Local and neighbourhood plans Planning applications records Development briefs
Planning permissions for housing and economic development that are unimplemented or under construction	Planning application records Development starts and completions records
Planning applications that have been refused or withdrawn	Planning application records
Land in the local authority's ownership	Local authority records
Surplus and likely to become surplus public sector land	National register of public sector land Engagement with strategic plans of other public sector bodies such as county councils, central government, National Health Service, police, fire services, utilities providers, statutory undertakers
Vacant and derelict land and buildings (including empty homes, redundant and disused agricultural buildings, potential permitted development changes, eg offices to residential)	Local authority empty property register English House Condition Survey National Land Use Database Commercial property databases (eg estate agents and property agents) Valuation Office database Active engagement with sector
Additional opportunities in established uses (eg making productive use of under-utilised facilities such as garage blocks)	Ordnance Survey maps Aerial photography Planning applications Site surveys
Business requirements and aspirations	Enquiries received by local planning authority Active engagement with sector

Type of site	Potential data source
Sites in rural locations	Local and neighbourhood plans Planning applications
Large scale redevelopment and redesign of existing residential or economic areas	Ordnance Survey maps Aerial photography Site surveys
Sites in and adjoining villages or rural settlements and rural exception sites	
Potential urban extensions and new free standing settlements	

APPENDIX 3

HELAA QUESTIONNAIRE 2017



**Housing and Economic Land Availability Assessment
Local Plan Call for Sites 2016
Site Questionnaire**

Hertsmere Borough Council is currently reviewing its Housing and Economic Land Availability Assessment (HELAA) to identify land available for potential future housing and economic development sites up to 2031 in order to inform the preparation of its new Local Plan.

To assist the Council in determining whether sites are potentially available, suitable or achievable for housing (including for Gypsy and Traveller pitches) or economic development, please complete and return this questionnaire. All sites submitted should be capable of delivering five or more dwellings, or economic development on sites of 0.25ha or 500m² of floorspace and above. Completed questionnaires can be returned using one of the following methods:

By Email (preferred): local.plan@hertsmere.gov.uk
By Post: Planning Policy and Transport Team, Civic Offices,
Elstree Way, Borehamwood, WD6 1WA

Please use a separate form for each site submitted and include a plan clearly identifying in red the site boundary.

Please note that information on sites considered through the land availability assessment process will be openly available to the public and the information submitted will NOT be treated as confidential.

Inclusion in and assessment through the HELAA does not guarantee planning permission for nor imply the designation or allocation of any site for development.

1. CONTACT DETAILS

Owners Details (required):

Name:

Address:

Postcode:

Tel No:

Email Address:

Agent's Details: (if applicable)

Name:

Address:

Postcode:

Tel No:

Email Address:

2. SITE DETAILS

Please include a plan clearly showing the exact location, and boundaries (marked in red) of the site. Forms submitted without a site plan will not be considered.

Site Address including postcode:

OS Grid Reference (if known):

Site Area (Hectares):

Land ownership (if you are not the owner):



3. CURRENT AND POTENTIAL USE

a) What is the site currently used for?

b) When did this use commence?

c) What was the site used for prior to the current use?

d) If the site is currently occupied by another individual or organisation, please describe their status (e.g. tenant, leaseholder) and the expected duration of this arrangement.

e) Please describe the overall level of occupancy:

f) What is the proposed use of the site? (i.e. residential, (please indicate type if known – eg market, affordable, specialist, gypsy/traveller), employment, mixed use)

g) Does the site currently have planning permission and if so, would this form the basis of what you intend to deliver on the site?

h) If the site has a recently lapsed planning permission

(i) please clarify why the permission has been allowed to lapse

and

(ii) do you intend to reapply for a similar scheme which delivers the same amount of development

4. TIMESCALE

a) *When do you consider the site will be available for development? (Please select the option that applies)*

- Within 5 years
- Within 6 – 10 years
- Within 11-15 years
- Unknown
- No current plans to convert existing buildings or redevelop the site

b) *On what grounds is this assessment based?*

5. ECONOMIC VIABILITY

a) *Has there been interest in the site from any other developer?*

- Yes
- No

b) *Has a developer or you already taken steps toward developing the site for housing? (If yes, please give details)*

Yes

No

c) *How many dwellings might you/the developer wish to build on the site, if known? (Please give details)*



6. SITE CONSTRAINTS (Please give as much detail as possible if any of the following affect the site – please continue on additional sheets if necessary)	
a) <i>Contamination/pollution issues (previous hazardous land uses)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
b) <i>Environmental issues (e.g. Tree Preservation Orders, SSSIs)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
c) <i>Flood Risk</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
d) <i>Topography affecting site (land levels, slopes, ground conditions)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
e) <i>Utility Services (access to mains electricity, gas, water, drainage etc.)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
f) <i>Legal issues (For example, restrictive covenants or multiple ownership/titles affecting the site)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
g) <i>Access. Is the site accessible from a public highway without the need to cross land in a different ownership to the site?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If no please provide details of how the site could be accessed. (Without this information the site will not be considered to be deliverable).</i>	

<i>h) Any other constraints affecting the site</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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7. ADDITIONAL INFORMATION
<i>Is there any other information regarding the site of which we should be aware? (if yes, please provide details)</i> <input type="checkbox"/> No <input type="checkbox"/> Yes

If you require any further assistance completing this form please contact the Planning Policy and Transport Team on 020 8207 2277 or email local.plan@hertsmere.gov.uk.

APPENDIX 4

SITE ASSESSMENT AND SURVEY FORM (DRAFT)


HELAA 2017 SITE ASSESSMENT FORM (DRAFT)	Site reference <input type="text"/>
	Site source <input type="text" value="Choose an item."/>

Site location / address:

Address	<input type="text"/>		
Postcode	<input type="text"/>	Parish	<input type="text" value="Choose an item."/>
Ward	<input type="text" value="Choose an item."/>	Town/ Village	<input type="text" value="Choose an item."/>
Easting/	<input type="text"/>	Northing	<input type="text"/>

Site size / use:

Size (ha) Gross	<input type="text"/>	Size (ha) Net	<input type="text"/>	Current Use Class(es)	<input type="text"/>
Reason for reduction gross to net site area	<input type="text"/>				
Current use(s) - description	<input type="text"/>				
Check site boundary is correct	<input type="checkbox"/>	Comments on site boundary (if any)	<input type="text"/>		

 Surrounding area:

Neighbouring land uses	<input type="text"/>	
Character of surrounding area – landscape, townscape	<input type="text"/>	
Could this site be joined to another to form a larger site?	<input type="text" value="Yes / No"/>	
If yes, give details of adjoining site including site reference if applicable	<input type="text"/>	

Planning status:

Does the site have a valid planning permission for the proposed use?	<input type="text" value="Yes / No"/>	If Yes, Planning Ref No	<input type="text"/>
If yes, has the development commenced?	<input type="text" value="Yes / No"/>	If Yes, how many units completed?	<input type="text"/>
If yes has development been completed?	<input type="text" value="Yes / No"/>		
Relevant Planning history (include unimplemented permissions, non-confidential enforcement issues)	<input type="text"/>		

Use(s) proposed by owner/developer (tick and complete relevant box):

Residential		Employment (B class)		Mixed use (specify below)		Other (specify below)	
<input type="checkbox"/>	Choose an item.	<input type="checkbox"/>	Choose an item.	<input type="checkbox"/>		<input type="checkbox"/>	

Location type (tick relevant box):

Urban settlement ¹ PDL	Urban settlement ¹ non-PDL	Green Belt settlement ² PDL	Green Belt settlement ² non-PDL	Green Belt other ³ PDL	Green Belt other ³ non-PDL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* outside the Green Belt		* washed over by the Green Belt		* isolated sites and open countryside	

Site Suitability:

Is there a conflict with existing policy?	Yes / No	If Yes give details		
Is the site in Flood Zone 2 or 3?	Yes / No	If Yes give details		
Does a heritage designation apply within or adjoining the site?	Yes / No	If Yes give details		
Is there evidence of land contamination, pollution, poor ground conditions or hazards?	Yes / No	If Yes give details		
Are there any access difficulties?	Yes / No	If Yes give details		
Is topography a constraint?	Yes / No	If Yes give details		
Is a negative impact on surrounding landscape/townscape anticipated?	Yes / No	If Yes give details		
Are there any existing 'bad neighbours' which would be unsuitable in relation to the proposed use?	Yes / No	If Yes give details		
Are environmental/amenity impacts on potential occupiers or neighbours anticipated?	Yes / No	If Yes give details		
Is site attractive to the market	Yes / No	Comment		
What would be needed to overcome constraints / Any other comments / Summary				
Is the Site suitable for the proposed use?	Yes / No	Is an alternative use considered more suitable?	Yes / No	If Yes, what and why

Site Availability:

Has the owner said the site is available	Yes / No	Is there developer interest	Yes / No / not known
Are there any ownership constraints eg multiple owners, ransom strips, tenancies, need for continued occupancy	Yes / No	If Yes give details	
Are there any indications that the site may not actually be available eg history of unimplemented permissions, site promoter with poor delivery record	Yes / No	If Yes give details	
What would be needed to overcome constraints / Any other comments / Summary			
Is the Site available	Yes / No		

Site Achievability:

Is there high demand for the proposed use in the area	Yes / No	Comment	
Is the development viable	Yes / No	Comment	
What would be needed to overcome constraints / Any other comments / Summary			
Is the Site achievable	Yes / No		

Estimated development potential - residential

(a) Density multiplier (baseline 30dph):

Area type	Prevailing density	Accessibility	Likely type

(b) Net capacity

Density	Net Ha	Net capacity: (no. units)

Estimated development potential – employment uses

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Estimated development potential – other uses

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Deliverability / Developability:

What is the likely timescale within which the site is capable of being developed taking into account suitability, availability, achievability and constraints, plus anticipated lead in times and build out rates							
<input type="checkbox"/>	Deliverable 1-5 years	<input type="checkbox"/>	Developable 6-10 years	<input type="checkbox"/>	Developable 11-15 years	<input type="checkbox"/>	Developable 16 years + or unknown

Brownfield Register:

Should the site be considered for inclusion on the Brownfield Site Register?	Yes / No
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Survey undertaken:

Date	Click here to enter a date.	Survey by	
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Assessment completed:

Date	Click here to enter a date.	Assessment by	
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Plans and Photos:

Plan done	<input type="checkbox"/>	Photos done	<input type="checkbox"/>
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