

# Candidate Site Submission Form: Guidance Note (July 2024)



## Part 1: Introduction

The following guidance note has been prepared to assist proposers of candidate sites in the completion of the candidate site submission form. This guidance note provides 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 link provided on the Council's web site to improve efficiency and reduce costs: [www.gwynedd.llyw.cymru/candidatesites](http://www.gwynedd.llyw.cymru/candidatesites)**

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

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**. Submissions made using the electronic form will have the opportunity to create and submit a plan direct.

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 site 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. The Council may contact site submitters to request further information if required. The site proposer is responsible for undertaking any technical work (including financial costs) needed to support the possible inclusion of a site in the Gwynedd LDP. Please note that none of the potential costs can be reclaimed from the LPA. Failure to provide the necessary supporting evidence could result in the site not being included within the LDP.

In accepting submissions, the Council makes no guarantee that the candidate site will be included (allocated) in the Gwynedd LDP 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 LDP for Gwynedd is a new process. Therefore, land currently allocated in the current adopted Joint Local Development Plan without extant planning permission will not automatically be included in the Gwynedd LDP. Consequently, these sites should also be submitted as candidate sites.

## How we will use your personal information

Preparing a LDP 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: [\[link\]](#)

## Where can you access the information required to complete the form?

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. environmental constraints such as the presence of flooding. For those submitting the form online via the link in the introduction many answers will be automatically uploaded onto the submission form. For those filling in the form manually a [Constraints Map](#) has been created to identify key policy and designated site constraints.

**Please note that this data has should be used to fill in the form and NOT be relied on for legal purposes and may not be fully up to date with changes made to the constraints' data nationally. The Council can accept no responsibility for any error or inaccuracy which may arise.**

## Candidate Site 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.

## Candidate Site Register (CSR)

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.

## Part 2: Completing the Form

The following section provides question by question guidance. If you have any problems completing the candidate site submission form, please contact a member of the planning policy team for advice at:

[cdll-ldp@gwynedd.llyw.cymru](mailto:cdll-ldp@gwynedd.llyw.cymru)

Telephone: 01766 771000 (and ask for Planning Policy)

## Section 2: Contact Details (Q1)

It is important that full contact details are provided to enable the Council to maintain contact with you as the LDP 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 all communication will be sent to the agent.

Should there be any changes to your personal contact details during the LDP 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.

To increase efficiency and reduce costs the Council will contact stakeholders via email throughout the LDP process unless requested otherwise.

## Section 3: Candidate Site Details

### Q2 Site Name

If the site has an existing name (including that used in a planning application) please provide it here. If not, please provide a name associated with the locality, a nearby address, adjacent to a named road or the site's previous use.

### Q3 Site Address

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.

### Q4 Grid Reference

Grid references should be taken from Ordnance Survey maps and include both the easting and northing at the centre of the Candidate Site to enable accurate site identification. Eastings and northings can be obtained from the Constraints Map, place the cursor in the centre of the Candidate Site location and view the 'mouse coordinates'.

The grid reference will be automatically filled in if the site is submitted online.

### Q5 Site Area

The total site area should be identified in hectares. The site area will be automatically filled in if the site is submitted online.

### Q6 & Q7 Existing and Adjacent Land Uses

The submission should identify the current land use of the proposed Candidate Site and give a broad description of neighbouring uses. Such uses may include (but are not limited to) agriculture, housing, employment, retail, leisure, community use etc. Should the site have more than one land use i.e., mixed use, please specify all the uses present.

### Q8 Site Plan

All submissions must be accompanied by an up-to-date plan at a scale of 1:1,250 or 1:2,500, based on an Ordnance Survey base map. 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.

Candidate Site submissions made online will be given the opportunity to create and submit a plan direct as part of the electronic submission.

### Q9 Greenfield / Previously Developed Land

Details should be submitted to indicate whether the site is located on greenfield or previously developed land or a mix of both. A definition of previously developed land can be found in paragraphs 3.55 and 3.56 of [Planning policy Wales \(Edition 12\)](#)

## Section 4: Candidate Site Proposal

### Q10, Q11, Q12, Q13 & Q14 The Proposed Use and Description of the Candidate Site

The submission should identify the proposed use of the Candidate Site or indicate whether the existing use is to be retained.

A brief description of the proposal should be submitted. For instance, 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: warehouse. 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.

## Section 5: Land Ownership

### Q15 & Q16 Ownership

Submissions must indicate whether the Candidate Site proposer owns the land / entire site that is being submitted as a Candidate Site. Contact details should be provided of all people with a legal ownership or interest in the site and the nature of their ownership e.g., owner, joint owner, legal covenant/easement. This information must be accompanied by a plan on an up-to-date Ordnance Survey based map which clearly identifies the parcels of land owned by each party relating to the Candidate Site (as well as any adjoining land if relevant).

### Q17 Public Ownership

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

### Q18, Q19 & Q20 Developer Interest

Details should be included detailing, whether the proposer is the intended developer of the site or whether any discussions with potential developers have taken place. Where discussions with potential developers have taken place, please provide details of the status of discussions and any agreements which have been reached. The Council recognise some information may be commercial-in-confidence and if that is the case, please clearly mark any such information submitted. If the site is currently being marketed, please detail how long the site has been on the market for, any interest to date and for what use the site is being marketed for. Where the site is in the process of being sold details should be provided, including whether the buyers are aware and supportive of the Candidate Site submission.

### Q21 Legal Covenants

Any legal constraints, such as covenants, associated with the land that could constrain or prevent development should be explained together with details of how they will be overcome.

## Section 6: Planning Status and Site Surveys

### Q22 Allocated within the Adopted LDP

The submission should identify whether the land is allocated for any use in the Joint Local Development Plan, either partially or in its entirety. Details of all allocations within the Adopted LDP can be found on the [Constraints Map](#) or on the Councils website at: [www.gwynedd.llyw.cymru/ldp](http://www.gwynedd.llyw.cymru/ldp)

### Q23, Q24 & Q25 Planning Status, Planning History and Pre-Application Discussions.

The submission should indicate whether there are any existing 'live' or extant planning consents on the proposed site. Full details including the application reference number should be provided. Further information should be provided on whether development has commenced and whether it is intended to develop the site in accordance with the planning permission or if the Candidate Site submission is for a new proposal (if this is the case please state why).

Planning applications can be searched for and viewed at: [View planning applications \(Track and Trace\) \(llyw.cymru\)](#)

The site proposer should indicate whether the site has previously been granted or refused planning permission. If the site has been refused permission, the reasons for refusal should be included. Where a site has previously been approved, full details including the application reference number should be provided. If planning permission has lapsed the reasons why the permission was not implemented should be listed.

Where a formal pre-application has been made, the pre-application reference number should be provided, alongside a brief summary of the advice sought and provided.

## Section 7: Location, Accessibility and Highway Capacity

### Q26 Proximity to a Settlement

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.

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 or a cluster. If it is not within an identified settlement, please supply the distance from the nearest identified settlement boundary or cluster.

The Adopted JLDP's settlement boundaries and clusters can be found on the Constraints Map [link] or on the Council's website at: [www.gwynedd.llyw.cymru/ldp](http://www.gwynedd.llyw.cymru/ldp)

### Q27 Proximity to Services and Community 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. 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.

For residential developments in particular, details should be provided regarding the proposed site's proximity to existing community facilities and services, e.g., schools, retail facilities, health care. If the Candidate Site is located within 800 metres (10-minute walk) of the centre of a settlement hosting a range of such services and facilities this should be noted on the submission form.

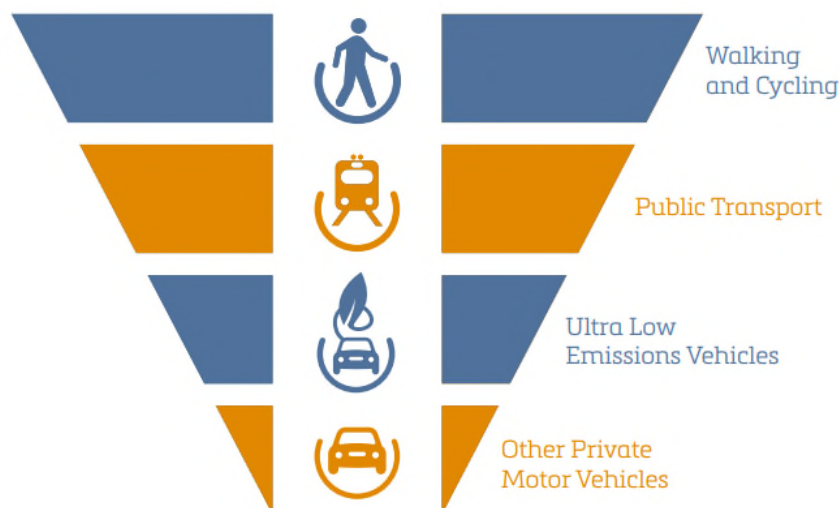
If the Candidate Site is located greater than 800 metres from the centre of a settlement hosting a range of services and facilities, the site proposer should indicate the distance and the availability of public transport connecting the Candidate Site to either the nearest services and facilities or to the centre of a settlement hosting such facilities.

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.

### Q28, Q29 & Q30 Sustainable Transport Links

Planning Policy Wales (Edition 12) promotes sustainable transport as alternatives to private car use. Sustainable travel includes walking, cycling and public transport such as buses and trains. It is recognised in Planning Policy Wales that travel by ultra-low emission vehicles can also have an important role to play, particularly in rural areas with limited public transport. 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).

Figure 9: The Sustainable Transport Hierarchy for Planning



### Q31 Highway Access

Please provide details on whether the site is accessible from the existing highway network. If it is not currently accessible, please outline what infrastructure would be required to enable the site to be developed.

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.

## Section 8: Site Character and Context

### Q32 Topographical Characteristics

Details should be provided on whether there are any topographical characteristics or ground instability issues on the site that will need to be overcome. Such constraints may include (but are not limited to) steep sloping ground and indications of slope instability. Details of the constraint should be provided, alongside any proposed solutions to overcome the constraint.

### Q33 Physical Constraints

Site proposers should provide details of all existing physical constraints that may affect the future development of the site and provide details of how these constraints will be overcome. Such constraints may include (but are not limited to) existing structures (that need to be cleared prior to development), disused railway lines, mains gas or sewerage systems which run through the site or overhead power lines.

### Q34 Neighbouring Uses

Details should be provided of any potentially conflicting or 'bad neighbour uses', which could adversely affect the proposed development (e.g., noise, air, light, odour, dust, pollution etc.). For residential proposals, a bad neighbour may include large industrial sites, power lines, gas pipelines or major highways. Conflicting uses for an industrial site or quarry proposal could be an existing residential estate.

Where conflicting neighbouring uses are identified details need to be provided with regards to the potential impacts to the Candidate Site proposal and any mitigation measures proposed, such as landscaping, sound bunds etc.

### Q35 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.

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, protected species, significant pollution of surface waters or groundwater and harm to people because of radioactivity. If the whole or part of the site is subject to contamination, details need to be provided to demonstrate that remediation is possible and viable.

## Section 9: Landscape and Environmental Impact

### Q36 & Q37 Environmental and Historical Designations

To determine whether the development of the Candidate Site may impact a natural heritage designation please view the Constraints Map. If development of the Candidate Site will impact on any natural heritage designations details should be provided on the submission form. Details should include the nature of the designation, proximity to the Candidate Site and likely impacts. Natural Heritage designations include:

- Special Areas of Conservation (SAC).
- Special Protection Areas (SPA).
- Ramsar Sites.
- Sites of Special Scientific Interest (SSSI).
- Areas of Outstanding Natural Beauty (AONB).
- National Nature Reserves (NNR).
- Local Nature Reserves.
- SAC Phosphorous River Catchment Areas.
- Best and Most Versatile Agricultural Land (BMVL)

To determine whether the development of the Candidate Site may impact upon a historic asset or its setting please view the Constraints Map. Site proposers should indicate whether the Candidate Site has within its boundary, or is within close proximity, to any historic assets or the setting of any historic assets. Historic assets include:

- Registered Historic Landscapes
- Scheduled Monuments
- Listed Buildings
- Conservation Areas
- Registered Historic Parks and Gardens

### Q38 Green Infrastructure

The site proposer 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 proposer should provide details of their intentions.

## Section 10: Flood Risk

### Q39 Flood Risk

An update to TAN 15 (2004) was due to be adopted in 2023. However, a written statement by the Minister for Climate Change (dated 12 May 2023) has however indicated that the new TAN 15 is not expected to be adopted until Spring/Summer 2024.

Due to the uncertainty of the timetable in adopting the new maps both the FMfP and the original Development Advice Map data can be found on the Constraints Map. To determine whether the development of the Candidate Site is within a flood risk area please view the Constraints Map.

Candidate sites located within the flood zones that do not meet the justification tests and acceptability of consequences criteria (regarding vulnerability of uses and previously developed land) may be filtered out at the initial filter stage. The Council may contact the site proposer to provide a Flood Consequences Assessment.

## Q40 Sustainable Urban Drainage Systems

All Candidate Site proposals of more than one dwelling, or where the construction area is of 100 m<sup>2</sup> or more, will require sustainable drainage (SuDS) to manage on-site surface water. Surface water drainage systems must be designed and built-in accordance with mandatory standards for sustainable drainage published by Welsh Government and will require approval from the SuDS Approval Body (SAB) before construction can commence.

The provision of SuDS must be considered as an integral part of the design of new development and considered at the earliest possible stage when formulating proposals for new development. Therefore, Candidate Site proposals will need to factor SuDS into anticipated densities, layout plans and viability assessments.

## Section 11: Infrastructure and Utilities Capacity

### Q41 Proximity to Utilities

Site proposers should indicate whether the site is served by the following services:

- mains water supply,
- mains sewerage system,
- electricity supply,
- gas supply,
- landline telephone
- broadband.

If there are existing Electric Vehicle charging points on site these should also be noted. For any other types of infrastructure / utility that will serve the development of the Candidate Site please provide details in the 'other' category.

Where utility provision is not currently available at the site, please provide details of how such services will be provided, including any correspondence that has been undertaken with service providers to date.

## Section 12: Delivery and Viability

### Q42 & Q43 Timescales

The site proposer should set out in the Candidate Site submission the anticipated timetable for delivery including the timing for submitting a planning application(s) and a rough date for when commencement of development is expected.

Details of the anticipated delivery also need to be provided. For residential sites this should be the number of housing completions per year, for other non-residential it should include floorspace (metres) or the site area (hectares). Site proposers must state the metric (metres / hectares) being used in the submission.

It is important that rates are realistic, taking into account lead in times and the planning permission process. Sites will need to be able to be delivered during the plan period (2026-2039).

### Q45 & Q45 Funding / Finance

If the site proposer intends to develop the site themselves, details of funding to cover all development costs should be provided in the submission, where they are in place. Where no arrangements have been made, the landowner should specify how they intend to secure finance/funding (e.g., grant funding, secured bank loan, bank facility). Where information is sensitive, please clearly mark any such information submitted.

### Q46 Policy Obligations

The site proposer should provide an indication within the submission of whether the site is able to be delivered whilst accommodating full planning policy requirements in relation to planning obligations (including those delivered through Section 106 Agreements and Planning Conditions).



The existing policy requirements can be found in the LPA's Planning Obligations Supplementary Planning Guidance available at: [www.gwynedd.llyw.cymru/spg](http://www.gwynedd.llyw.cymru/spg). These should be used in the first instance, whilst the revised planning policy requirements in the LDP are being progressed.

#### Q47 Site Viability and Deliverability

It should be indicated within the Candidate Site submission form that with all things considered, whether the Candidate Site is deemed by the site proposer to be viable for development. All housing sites that progress through the assessment will have to undertake a detailed financial viability assessment.

The LPA intends for a Development Viability Model (DVM), developed nationally, to be used by site promoters to assess the viability of Candidate Sites submitted for housing. The DVM will be made available for all sites that have reached the detailed assessment stage.

Candidate Site proposals that are to be funded through alternative mechanisms such as Social Housing Grant or the Mid Wales Growth Deal do not need to provide a viability assessment but will need to demonstrate that the funding is in place to enable development to be delivered within the Replacement LDP period (2022-2037).

#### Q48 Site Availability

If the site has current planning permission for the development proposals being suggested, would the site be immediately developable? The site proposer will need to provide details of any barriers that would prevent the site coming forward immediately, assuming that all necessary permissions have been granted.

## Section 13: Climate Emergency, Placemaking and Biodiversity

#### Q49 Climate Emergency

Cyngor Gwynedd 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 in line with the Welsh Government target of 2030.

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

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

#### Q50 & Q51 Placemaking and Wellbeing Goals

Planning Policy Wales states that placemaking is a holistic approach to the planning and design of development and spaces, focused on positive outcomes. It draws upon an area's potential to create high quality development and public spaces that promote people's prosperity, health, happiness, and wellbeing in the widest sense. Placemaking considers the context, function and relationships between a development site and its wider surroundings.

Site proposers should indicate how development of the Candidate Site will address the National Sustainable Placemaking Outcomes set out in Planning Policy Wales. There are five areas to consider, under which there are a number of specific topics:

- 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 healthy environments

Annex B of Planning Policy Wales demonstrates the link between sustainable placemaking outcomes, and the seven Well-Being Goals as identified in the Well-being of Future Generations (Wales) Act 2015. It may be appropriate for a similar table to be included within the submission.

Please detail where an outcome is not relevant to the proposed use. Where an outcome has already been considered elsewhere in the submission form, cross reference to the relevant section. Responses should be proportionate to the Candidate Site proposal itself.

### Q52 Biodiversity Enhancements

In accordance with Part 1 Section 6 of the Environment (Wales) Act 2016, local authorities are required to maintain and enhance biodiversity, including through the planning process. Therefore, it is recommended that consideration is given to opportunities to incorporate features to enhance biodiversity and ensure the development provides a net benefit for biodiversity within the Candidate Site submission.

Site proposers should detail any biodiversity enhancements proposed. This could include noting any habitats or species that will be affected by the site, that may or may not have legislative protection, that could be protected and enhanced.

### Additional Information

Site proposers are welcome to submit any further relevant information that has not been covered by the previous questions but is relevant to the Candidate Site submission. It should be noted that where the Candidate Site does not fully accord with the criteria in the Candidate Site Assessment Methodology, further evidence should be submitted to indicate how any shortfalls, effects or constraints, can be overcome.

Further information may also be sought by the LPA 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 the deliverability and viability of sites), are set out in the Candidate Site Assessment Methodology.