

# Call for Sites submission guidance

## Section 1: How to take part

1. Before you begin there are a few things you need to know:
  - a. Site submitted for housing uses should be over 0.18 hectares (0.07 hectares for sites suitable for flatted development) or 5 dwellings
  - b. Sites for business uses such as offices, industrial, retail and other employment uses should be over 0.25 hectares
  - c. Sites submitted for Gypsy and Traveller accommodation should be big enough for 1 pitch e.g. 1 mobile home, 1 tourer, an amenity building and some garden space.
  
2. We have produced a map showing environmental and heritage designations which are likely to affect whether additional evidence may be needed to support the submission. We recommend that you check the map and the location of the site as well as reading this guidance to establish if any supporting evidence is needed. Link to the Planning constraints map: [Planning constraints \(canterbury.gov.uk\)](https://www.canterbury.gov.uk/planning-constraints)
  
3. Section 2 of this guidance document sets out the type and level of detail expected for the supporting evidence required. The need for supporting evidence depends on how big the site is and the proposed use.

## Section 2: Proportionate Evidence to support the site submission

- Those submitting sites for all uses should take a proactive approach to identifying possible barriers to the successful development of their site and how these can and will be addressed. If potential impacts upon designations or other potential barriers to development of a proposal are identified, then evidence will be needed to demonstrate that impacts can be substantially or completely mitigated; this will need to be proportionate to the type of constraint affecting the site and the level of potential harm needing to be mitigated.

- Sites proposed for open space or wildlife habitats which are within designations may not be a constraint to development in the same way as if the proposal is for housing or commercial uses.
- Sites for 10 dwellings or less, community uses, open space or wildlife habitats will not require additional evidence at this stage even if within or adjacent to a designation. We may, if appropriate, contact you if we consider that additional evidence is needed.
- In most instances for sites over 10 dwellings we are likely to require some level of evidence in the form of a planning statement or studies (e.g. landscape/transport) to inform the assessment. These should be proportionate to the scale of the site being assessed.
- For sites of 100 dwellings or above the submission of evidence will be more important and should be akin to that required for the outline planning application stage. Sites of this scale are likely to have effects on any designations they are within, or adjacent to, as well as landscape and transport impacts which require adequate mitigation to be demonstrated to inform the assessment.
- Such studies may include transport assessments, viability reports, landscape and visual impact assessments. Evidence will also be needed to demonstrate that the site can fulfil the expected obligations for infrastructure, open space and affordable housing.
- We strongly advise that evidence, studies and assessments submitted during the Call for Sites process are sufficient to accurately assess the site's potential and that this is done at the earliest opportunity. More details are set out below.

### **Evidence for proposed housing development sites**

Are you submitting a site that would provide up to 10 dwellings?

Then you need to provide:

- a. Details about who you are;
- b. A location plan; and
- c. Information about the availability and ownership of the site and what you think it could be developed for.

Are you submitting a site of between 11 and 100 dwellings?

You will need to provide:

- a. Details about who you are;
- b. A location plan; and
- c. Information about the availability and ownership of the site and what you think it could be developed for.

You will also need to provide:

- d. A planning statement or masterplan to support the submission;
- e. Supporting evidence especially if the site is located within, or near to a designation; and
- f. Supporting evidence if there is likely to be traffic or landscape impacts in the form of a Transport Statement (TS) and Landscape and Visual Impact Assessment.

Are you submitting a site of over 100 dwellings or a significant mixed-use development?

You will need to provide:

- a. Details about who you are;
- b. A location plan;
- c. Information about the availability and ownership of the site and what you think it could be developed for;
- d. A planning statement or masterplan to support the submission;
- e. Supporting evidence especially if the site is located within, or near to a designation; and
- f. Supporting evidence if there is likely to be traffic or landscape impacts in the form of a Transport Assessment (TA) and Landscape and Visual Impact Assessment.

You will also need to provide:

- a. Supporting evidence on viability and deliverability of the site.

### **Evidence for commercial, community and other uses**

We recognise that sites for commercial development, community and other uses are more bespoke by their very nature and will be subject to specific issues related to where they are located. The type and level of evidence needed will therefore be determined more on a case-by-case basis; we recommend you submit evidence which would be necessary to accurately assess the site's potential

for development. We may, if appropriate, contact you if we consider that additional evidence is needed.

## **Landscape and Visual Impact Assessments**

A Landscape and Visual Impact Assessment should be submitted where sites are in, or adjacent to, sensitive landscapes such as international, national, regional or local designations. For sites over 100 dwellings, a Landscape and Visual Appraisal will be required and should include as a minimum assessment of viewpoints.

Assessments should:

- Set the context for the site including where it can be seen from, identify relevant receptors, the nature of views and any visual amenity factors;
- Present the current baseline;
- Identify the constraints including any direct and indirect effects; and
- Identify the opportunities detailing the potential for mitigation and enhancement.

## **Transport Assessments**

Transport Assessments and Statements are ways of assessing and mitigating the negative transport impacts of development in order to promote sustainable development. They are required for all developments which generate significant amounts of movement. For sites with an estimated capacity of over 100 dwellings a Transport Assessment (TA) is required. We expect sites to provide evidence of the likely impact upon the highway network. This should include as a minimum localised modelling of impacts focusing on relevant junctions on a cumulative basis. Where necessary, the assessment should consider options for how to address any capacity or safety issues identified.

For sites of 11 up to 100 dwellings a Transport Statement (TS) is required. Transport Statements are a 'lighter-touch' evaluation and more proportionate to the potential impact of the development.

Both Transport Assessments and Transport Statements should follow the planning practice guidance on '[Travel Plans, Transport Assessments and Statements](#)' and '[Transport evidence bases in plan making and decision taking](#)'.

Site promoters are encouraged to seek advice from the KCC Highways team where significant issues are identified.

## **Minerals Assessments**

Sites within a mineral safeguarding area would be expected to provide a minerals assessment to inform the assessment of the site. We recognise that smaller sites will have a proportionate impact on designations and therefore may require a proportionate level of evidence. Sites of 10 dwellings and under 0.25 ha of commercial or community uses, open space or wildlife habitats may at this stage require no additional evidence even if within or adjacent to a designation. We may, if appropriate, contact you for additional evidence at a later stage.

Further information on the scope and content of a Mineral Assessment can be found in the [KCC Minerals and Waste Safeguarding Supplementary Planning Document](#).

Sites which would adversely affect the continued operation of minerals management, transportation and production facilities and waste management facilities will also require an assessment.

Site promoters are encouraged to seek advice from the KCC Minerals and Waste team where significant issues are identified.

## **Heritage Assessments**

Any site, regardless of scale, which affects a designated or undesignated heritage asset and/or its setting will need to submit a Heritage Assessment. This should determine – as far as reasonably practicable – the nature, extent and significance of buildings, structures and historic landscapes on a development site or within a site's setting that may be affected. It will go on to consider the impact of proposed development on that significance, and set out the measures proposed to avoid, minimise and mitigate the identified effects. Some sites are unlikely to be suitable for development, including sites which are affected by designated heritage assets<sup>1</sup>. We recognise that smaller sites will have a proportionate impact on designations and therefore may require a proportionate level of evidence. Sites of 10 dwellings and under 0.25 ha of commercial or community uses, open space or wildlife habitats may at this stage require no additional evidence even if within or adjacent to a designation. We may, if appropriate, contact you for additional evidence at a later stage.

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<sup>1</sup> World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, or Conservation Area.

Sites within the Canterbury World Heritage Site (WHS) or its setting should carefully consider the impact or likely effects on its Outstanding Universal Value (OUV), authenticity, integrity and significance. There are existing guidance documents applicable for assessing impacts on the WHS and setting of heritage assets. Well established guidance was published by UNESCO in 2022 on Heritage Assessment for World Heritage Sites can be found [here](#).

Also, guidance by Historic England relating to change within the settings of heritage assets is provided in '[The Setting of Heritage Assets - Historic Environment Good Practice Advice in Planning Note 3](#)'. These guidelines give general advice on understanding setting, and how it may contribute to the significance of heritage assets and allow that significance to be appreciated, as well as advice on how views contribute to setting.

A key consideration in understanding change within the setting of the WHS is change to the landscape surrounding the City of Canterbury and views into, out of and across the World Heritage Site. Some key views are identified in the Canterbury [Conservation Area Appraisals](#) however these should not be the limit to any assessment.

It is anticipated the assessment will include:

- The relationship to context (topography, urban grain, built form, views, prospects and vistas and effect on the skyline);
- The effect on the historic environment including the need to preserve and enhance historic buildings and sites;
- The effect on the World Heritage Site and its buffer zone; and
- The architectural quality of the proposed building, including its materials, scale, form, massing and silhouette.

## **Flood Risk Assessment**

Any site, regardless of scale, within an area identified at risk of flood within Flood Zone 2 or 3 is unlikely to be suitable for development and submissions will need to submit a flood risk assessment to show the level of impacts and appropriate mitigation measures. For further information see the national planning practice guidance [Flood Risk and coastal change](#).

We recognise that smaller sites will have a proportionate impact on designations and therefore may require a proportionate level of evidence. Sites of 10 dwellings and under 0.25 ha of commercial or community uses, open space or wildlife habitats may at this stage require no additional evidence even if within or

adjacent to a designation. We may, if appropriate, contact you for additional evidence at a later stage.

## **Demonstrating meeting policy obligations and infrastructure**

In assessing whether a site is deliverable a key consideration will be if the site can achieve the levels of affordable housing and other obligations we will require. If there is uncertainty over whether this can be achieved as part of a viable development, then we will conclude it is undeliverable. It will be for the person submitting the site to demonstrate that the policy obligations can be met as part of a viable development.

The [current Local Plan](#) sets out policy requirements and this will be used as a starting point for assessing whether sites can be considered deliverable. The following criteria should be considered:

- All residential developments consisting of 10 or more units must include 30% Affordable Housing
- Affordable Housing developed should be a ratio of 70% rented (affordable or social) and 30% Intermediate Housing
- All residential developments consisting of 10 or more dwellings must include a minimum of 10% of the homes to be available for affordable home ownership which can be shared ownership or other intermediate housing product.
- We expect proposals to demonstrate they can provide the preferred mix of housing to meet the affordable and market housing needs of the district, as shown in the Housing and Homelessness Strategy.
- To meet older people's and disabled people's housing needs, approximately 25% of new general needs housing and 10% to 15% of Affordable Housing should be provided to accessible and adaptable standards.
- We will expect proposals to demonstrate they can provide 20% of homes on major developments to meet M4(2) of the Building Regulations.
- We will expect proposals to take account of the net developable area tool and demonstrate that sufficient land is set aside for open space and that the required space standards can be achieved as set out in the [Open Space Strategy](#).
- We will expect proposals to take account of the Strategic Access Management and Monitoring Strategies (SAMMS) and the contributions we require in order to mitigate the impact of new development on protected sites set out in the [Planning obligations for development affecting Special Protection Areas](#).

## Viability

It is the responsibility of site promoters to engage in plan making, consider any costs including their own profit expectations and risks, and ensure that proposals for development are policy compliant. **The government is clear that the price paid for land is not a justification for failing to meet the policy obligations set out.**

**We recognise that land values are a key input to these assessments and information on such assumptions should be made available at the earliest stages of plan making.** Those submitting sites will need to consider this when agreeing land transactions. We expect that for greenfield sites across the district land values should be no more than 150k per gross acre and that this should inform discussions with landowners. We expect land to be released using this assumption, otherwise it is unlikely we will consider the site meets the requirements to be assessed as achievable in the SLAA.

It will be for the developer or promoter of the site to demonstrate that the policy obligations can be met and that the site remains viable. The onus will be on those submitting a site for assessment to demonstrate this.

We will expect viability evidence to be submitted which sets out the impact of the policy obligations and how land values are considered. Any viability assessment should reflect the defined key inputs as set out in the recently published national planning practice guidance. This makes it clear that viability considerations will be a key part of local plan making and will need to be addressed in the early stages of policy development. National planning practice guidance requires engagement from developers and without the necessary level of information on viability to inform the assessment we are unlikely to be able to consider the site meets the requirements to be assessed as achievable in the SLAA.

Benchmark land values are based on the existing value of a site plus an uplift to provide an incentive to the landowner. The premium for the landowner should reflect the minimum at which it is considered a reasonable landowner would be willing to sell their land. Viability evidence must demonstrate that a land value is to be achieved without impacting on the ability to meet the policy obligations then we will conclude the site is deliverable. We expect that for greenfield sites across the district land values should be no more than 150k per acre. It must also demonstrate appropriate costs including the costs of building the development, plus professional fees, scheme finance and a return to the developer.