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Consultation Document – Annex 1

Draft Technical Advice Note (TAN) 1: Joint Housing Land Availability Studies

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Contents

Section		Page
1	Introduction	4
2	Purpose / Context	4
3	Local Development Plans	5
4	Study Preparation	5
	• Study Frequency	5
	• Study Group Composition	6
	• Sites for Inclusion	6
	• Site Categorisation / Re-assessing Site Categorisation	7
5	Calculating Housing Land Supply	8
6	Housing Supply Figure	9
7	JHLAS Process	9
	Stage 1: Agree timetable	9
	Stage 2: Site surveys and site schedules	10
	Stage 3: Preparation of Statement of Common Ground	11
	Stage 4: Review of the Statement of Common Ground	11
	Stage 5: Report preparation	12
	Stage 6: Report Publication	13
8	Transitional arrangements	13
Annex 1	Indicative timetable	14
Annex 2	Statement of Common Ground template	17
Annex 3	JHLAS Report template	24

1. Introduction

- 1.1 This Technical Advice Note (TAN) should be read in conjunction with *Planning Policy Wales* (PPW) which sets out the land use planning policies of the Welsh Government. PPW, Technical Advice Notes and Circulars should be taken into account by local planning authorities (LPAs) in Wales in the preparation of Local Development Plans (LDPs). They may be material to decisions on individual planning applications and will be taken into account by Inspectors and the Welsh Government in the determination of appeals and called-in planning applications.
- 1.2 Technical Advice Note (Wales) 1, *Joint Housing Land Availability Studies* (June 2006) and *Guidance Note – Joint Housing Land Availability Study process* (September 2012) are hereby cancelled.

2. Purpose / Context

- 2.1 The requirement to maintain a 5-year supply of readily developable housing land in each LPA across Wales remains a key planning policy requirement of the Welsh Government¹. The planning system, through the LDP process, must provide the land that is needed to allow for new home building and LPAs are required to ensure that sufficient land is genuinely available to provide a 5-year supply of land for housing.
- 2.2 The Joint Housing Land Availability Study (JHLAS) is the mechanism for LPAs to demonstrate that they have a 5-year housing land supply by providing an agreed statement of housing land availability for development planning and management purposes. The purpose of this TAN is to provide guidance on the preparation of JHLASs.
- 2.3 The Welsh Government considers that having complete coverage of adopted LDPs across Wales is critical in ensuring that the homes which are needed are delivered. Consequently, housing land availability needs to be soundly based on meeting the identified housing requirements, which requires an adopted LDP to be in place.
- 2.4 Therefore the JHLAS process is an extremely important piece of evidence which should inform LDP strategies, policies and allocations and is a key mechanism for monitoring the effectiveness of the LDP. It is also necessary to ensure that accurate information on housing land supply is available to form part of the evidence base for LDP Annual Monitoring Reports (AMRs). The housing land supply figure, taken from the JHLAS, must be included in an LDP AMR and can be a reason to review an LDP.

¹ Planning Policy Wales (Edition 6), paragraph 9.2.3

3. Local Development Plans (LDPs)

- 3.1 LPAs should integrate the LDP and JHLAS processes. JHLAS provide an important part of the evidence base for LDP preparation. They provide information on the current supply and distribution of housing land and the anticipated delivery rates of development plan allocations and housing commitments. The studies also provide information on actual completion rates and the level of small site provision.

LDP Examination

- 3.2 Housing land availability, and the need to demonstrate a 5 year housing land supply, is a key part of the LDP examination process. LPAs are required to demonstrate there is a five year housing land supply at the time the plan is adopted.
- 3.3 To demonstrate that an LDP has a 5 year housing land supply at the point of adoption, the latest approved JHLAS can be used as an important piece of evidence. Although LPAs should not undertake the JHLAS process at the LDP Examination, it is appropriate for evidence-based assumptions about housing land availability to be included in the LDP. For example, it is appropriate for an LDP housing land availability assessment to use an annual windfall figure taken from the LDP windfall allowance in calculating the 5-year supply.

LDP Monitoring

- 3.4 In respect of LDP monitoring, each LPA with an adopted LDP is required to prepare an Annual Monitoring Report (AMR). The AMR should assess the extent to which LDP strategies and policies are being achieved and must include the housing land supply figure, taken from the current JHLAS. Where the AMR identifies a shortfall in the 5 year housing land supply, as required by PPW, the LPA should consider revising or reviewing the LDP either in whole or in part.

4. Study Preparation

4.1 Study Frequency

- 4.1.1 Housing land supply can change rapidly and it is therefore important that the Housing Land Availability Studies are produced on an annual basis. This is also necessary to ensure that accurate information on housing land supply is available to form part of the evidence base for LDP AMRs. All studies must have a common base date of 1st April. LPAs, with the full co-operation of Study Group members, should ensure that the study report is published within 6 months of its base date. This will ensure the agreed housing land supply figure is available for inclusion in the LDP AMR, which must be submitted to

the Welsh Government by 31st October (in accordance with LDP Regulation 37(1)).

4.2 Study Group Composition

- 4.2.1 It is essential that stakeholders work together to inform the JHLAS to ensure it is produced in accordance with the agreed timetable and is based on realistic and appropriate evidence. Study groups should comprise the LPA, relevant local authority departments (e.g. housing), house builders' representatives, land owners, Registered Social Landlords, statutory undertakers, infrastructure providers and other bodies / stakeholders as appropriate. Each LPA should ensure that all the relevant organisations are invited to become members of their Study Group.
- 4.2.2 To reflect local housing markets and the principles of collaborative working, regional groups may be established to undertake housing land availability studies across an area wider than an individual LPA. However, where such an approach is adopted representation must include the organisations identified in paragraph 4.2.1. Any regional conclusions must be disaggregated to the local planning authority level and based on adopted LDPs.

4.3 Sites for inclusion

- 4.3.1 Sites included in the JHLAS must satisfy at least one of the following conditions:
- The grant of outline or full planning permission for residential purposes; or
 - The land should be identified for residential purposes in an adopted LDP; or
 - Have a resolution to grant planning permission subject to the signing of a section 106 agreement. Sites subject to section 106 agreements can be included in the studies, but only where there is clear evidence that the site will be developed within five years. The Study Group should decide upon the categorisation of such sites as outlined in paragraph 4.4.2. Where a section 106 agreement remains unsigned for more than one year after the date of the resolution to grant planning permission, the relevant site should be removed from the five year housing land supply (unless the site has been allocated for housing in an adopted LDP).
- 4.3.2 Normally only sites with a capacity for 10 or more dwellings will be included in the studies, but a Study Group may agree a lower limit if it believes that this is more appropriate for its area. In rural areas it has become the practice to include in the studies sites of 5 or more dwellings. However, the site thresholds must align with those in the adopted LDP to allow for consistent monitoring.

4.3.3 Sites below the 5 or 10 unit threshold, i.e. small sites, can make a significant contribution to total housing provision. The Study Group should therefore agree an estimate to be made for these sites. This estimate should be based on the contribution (from recorded completions) that such sites have made to housing provision in the area over the preceding five years.

4.4 Site Categorisation / Re-assessing Site Categorisation

4.4.1 Every effort should be made by the Study Group to agree site categorisation. This will provide, for each LPA, information on the total housing land supply and that which is genuinely available for housing development. For sites (or the phases of sites where a site is to be developed in this way) to be regarded as genuinely available within a 5 year period they must be under construction or fall within categories 1 or 2 below.

4.4.2 Sites or the phases of sites should be categorised as follows:

- **Sites under construction:** Sites or the phases of sites which are under construction (relating only to the area where building is in progress);
- **Category 1:** Sites or the phases of sites where development can commence immediately, and which are likely to be completed within the first year of the study period;
- **Category 2:** Sites or the phases of sites where development cannot commence immediately, but where the constraint on development is likely to be removed so there is a reasonable time for dwellings to be completed within 5 years;
- **Category 3:** Sites or the phases of sites where development is unlikely within 5 years by virtue of major physical constraints or other constraints as agreed by the Study Group;
- **Category 4:** Sites or the phases of sites which are free from physical or viability constraints but their delivery is affected by a developer's proposed business decisions;
- **Category 5:** Sites or phases of sites where it is agreed that it is financially unviable to develop the site due to the current market conditions as agreed by the Study Group. Although Category 5 sites will not form part of the 5 year supply their identification may assist LPAs, developers and landowners in finding opportunities to improve site viability and deliverability.

4.4.3 For sites or the phases of sites to be regarded as genuinely available within a 5 year period (i.e. sites under construction, category 1 and category 2) the following criteria should apply:

- The necessary infrastructure should be available or be expected to be available within the 5 year period. Consultation with appropriate public and

private statutory undertakers and infrastructure providers will be appropriate;

- There are no unresolvable legal or ownership problems, such as multiple ownerships, ransom strips, tenancies or operational requirements of landowners;
- There should be a reasonable prospect of the site being sold for development where the land is not already owned by a developer or a public body with its own firm plans for building; and
- The Study Group agree that it is financially viable to develop the site.

4.4.4 Categories 3, 4 and 5 are intended to provide a greater understanding of an LPA's housing land supply position. Although sites in these categories do not form part of the 5-year land supply, this more detailed categorisation should assist LPAs in assessing where to focus their efforts to bring sites forward for development, for example for regeneration purposes.

4.4.5 The JHLAS should provide a robust and agreed statement of residential land availability. However, where sites have remained in categories 1 and 2 for periods in excess of 5 years, this can distort the agreed housing land availability figure. Where sites in categories 1 and/or 2 remain undeveloped for more than 5 consecutive years there should be a presumption to reclassify them into category 3, 4 or 5 depending on the agreed reasons. In situations where such sites are not reclassified there should be an explanation, based on clear evidence, as to why they remain in category 1 and / or 2. A simple renewal of planning permission would not be sufficient; however a revised scheme supported by recent evidence of landowner / developer intentions might be sufficient.

5. Calculating housing land supply

5.1 Housing land supply needs to be soundly based on meeting identified housing requirements based on household projections and local evidence (including Local Housing Market Assessments), which requires an adopted LDP to be in place. Therefore local planning authorities that do not have an adopted LDP (or where the plan period has expired) will be unable to demonstrate whether or not they have a 5-year housing land supply and effectively will be considered not to have a 5-year supply. Those LPAs without an adopted development plan will be unable to produce a JHLAS until an adopted LDP is in place. However, local planning authorities without an adopted LDP should continue to carry out an objective assessment of their housing land supply on an annual basis in preparation for their LDP.

5.2 To meet the requirement for a 5-year housing land supply the quantity of land agreed to be genuinely available must be compared with the remaining housing requirement in the adopted LDP - the residual method (see Table 3 in

Annex 3 for the formula for the calculation). In situations where the adopted LDP only covers part of the 5-year study period, the average annual requirement from the LDP should be extrapolated to give an estimate of the land required (see Table 4 in Annex 3 for the formula for the calculation). In such circumstances it should be demonstrated that the adopted plan overlaps the study period by providing the dates of the adoption and expiration of the plan period.

- 5.3 Data accuracy is important throughout the JHLAS process as even small errors can affect the land supply figure. In particular local planning authorities need to check that the Statement of Common Ground (see Stage 3 of the process below) correlates with the site schedule and that the calculations set out in the Statement of Common Ground are correct.
- 5.4 If changes are required to published completions figures from previous years (for example due to errors in survey data becoming apparent) this should be indicated in subsequent studies in order to clarify the figures for users of the studies.

6. Housing Supply Figure

- 6.1 The housing land supply figure, taken from the current JHLAS, must be included in a LDP AMR. As outlined, in paragraph 3.4, where a shortfall in the housing land supply is identified the LPA should consider revising or reviewing the LDP either in whole or in part.
- 6.2 The housing land supply figure should also be treated as a material consideration in determining planning applications for housing. Where the current study shows a land supply below the 5 year requirement, the need to increase supply should be given considerable weight when dealing with planning applications provided that the development would otherwise comply with national planning policies.

7. JHLAS process

- 7.1 The six stages that should be followed, from establishing the timetable to publishing the final report, are set out below. The key documents related to the JHLAS process should be published on LPAs' websites to aid accessibility and transparency.

7.2 Stage 1: Agree timetable

Aim: To enable the process to be completed within six months of the study base date (an indicative timetable is set out in Annex 1).

- Each LPA must prepare a timetable of the action points and key dates for agreement with their Study Group and subsequent submission to the Welsh Government.

7.3 **Stage 2: Site surveys and site schedules**

Aim: To complete the site surveys, prepare the site schedule and subsequently to reach agreement on as many of the sites as possible for inclusion in the five year housing land supply.

7.3.1 Each LPA to:

- Carry out site surveys and complete a new / updated proforma for each site; and
- Prepare a draft site schedule, including supporting evidence, for consultation with the Study Group. (The Welsh Government should also be notified.) The supporting evidence should include, as a minimum, the following information for each site:

Planning status – whether or not the site benefits from a land use allocation and whether or not there is an extant planning permission on the site. Where there is a planning permission, details should be provided, including the date of permission and the date of expiration;

Developer / land-owner / agent name and contact details;

Land-owner / developer intentions – obtained through written correspondence or through a note of a telephone conversation, including date of last contact;

Site / infrastructure constraints - details should be provided, including how they would be likely to impact on site delivery. Timescales for remediation works, etc. should also be provided wherever possible;

JHLAS history – clarify the site’s classification in previous studies, including the first year it was recorded in the five-year housing land supply and the number of consecutive years the site has been in the five-year housing land supply;

Other – any other information or details of relevant circumstances that contribute to the evidential basis for the classification of the site. For example, any marketing information that may be relevant to assertions made in the Statement of Common Ground (see Stage 3 below).

7.3.2 The Study Group (and any other interested parties) should submit their comments on the draft site schedule to the local planning authority within the specified timeframe. The LPA should review the comments received and make any necessary amendments to the site schedule and proformas. Where there are disputed sites a Study Group meeting must be held prior to the preparation of the Statement of Common Ground (under Stage 3 below) in order to try and achieve consensus. All parties should co-operate fully to ensure that issues and differences of opinion are resolved at the meeting. To facilitate this, the supporting evidence should be circulated in advance of the meeting. The meeting should not be used as a substitute for consultation, but should complement it, focussing on the disputed sites.

7.4 **Stage 3: Preparation of Statement of Common Ground**

Aim: The LPA, in consultation with the Study Group, to prepare a Statement of Common Ground (SoCG) setting out the extent of agreement on sites.

7.4.1 Following the site schedule consultation and Study Group meeting (where held) each local planning authority must prepare a SoCG. The SoCG should state whether all the sites have been agreed by the LPA and the Study Group or whether some sites remain disputed. The SoCG should also include the necessary calculations for determining the land supply. The LPA should agree the content of the SoCG with the Study Group prior to submitting it to the Welsh Government (copied to the Study Group). The SoCG should set out:

- A summary of the agreed sites and the resultant number of homes anticipated to be delivered over the five year period;
- Details of all disputed sites with an explanation of the reasons for the dispute and any relevant information (as set out under Stage 2 above);
- The housing land supply in years (both including and excluding any disputed sites). To meet the requirement for a 5-year housing land supply the quantity of land agreed to be genuinely available must be compared with the remaining housing requirement in the adopted LDP - the residual method. Alternative land supply methodologies will not be considered.

7.4.2 The SoCG should be prepared using the template at Annex 2. Upon receipt of an SoCG, the Planning Inspectorate will undertake a validation check to determine whether the information provided meets the requirements specified in the template at Annex 2. If information is missing or is insufficient to enable robust testing to be undertaken, the SoCG may be rejected (under Stage 4 below). If the SoCG is deemed valid, the LPA will be notified.

7.5 **Stage 4: Review of the Statement of Common Ground**

Aim: The Planning Inspectorate to review the disputed sites and make a recommendation on the land supply position to the Welsh Government.

- 7.5.1 Where there are disputed sites, the Welsh Government will ask the Planning Inspectorate to review the SoCG and make a recommendation on the sites in question and on the resultant housing land supply (calculated to one decimal place).
- 7.5.2 As housing land availability is a joint process agreed between the LPA and the Study Group, the Planning Inspectorate will consider only those sites that are recorded as being in dispute in the SoCG, focussing specifically on determining whether or not sites should be included in the five-year housing land supply. It is therefore important that the SoCG clearly identifies the disputed sites and the supporting evidence.
- 7.5.3 The review process may involve the Planning Inspectorate requesting further evidence from the local planning authority and/or members of the Study Group. The Planning Inspectorate may decide to reconvene a Study Group meeting to resolve disputed sites, but such a hearing will be warranted only in exceptional circumstances.

7.6 Stage 5: Report preparation

Aim: JHLAS report to be prepared by the LPA in standard format within six months of the study base date in order to inform their AMR.

- 7.6.1 Where agreement has been reached on all sites, the Welsh Government will authorise the local planning authority to prepare their JHLAS report following receipt of the SoCG. The report should be prepared in line with the SoCG.
- 7.6.2 Where matters regarding disputed sites have not been resolved through the Study Group / SoCG process and the Planning Inspectorate has adjudicated on disputed sites, the Welsh Government will authorise the LPA to prepare their JHLAS report following consideration of the recommendation from the Planning Inspectorate. Local planning authorities will also need to finalise their site schedules in line with the Inspectorate's recommendations as agreed by the Welsh Government. The final report should be prepared and published within 21 days of the date of the Welsh Government authorisation letter.
- 7.6.3 A template for the final report is set out at Annex 3. The key elements are as follows:
- Summary (including the land supply position, an overview of the process and the parties involved);
 - Land supply calculation; and
 - Appendices covering: past completions data, previous land supply data, site schedules, Planning Inspectorate's recommendation (where applicable).

7.7 Stage 6 Report publication

Aim: Reports to be published on the local planning authority's website within 21 days of the date of the Welsh Government authorisation letter.

- 7.7.1 Each LPA should publish their JHLAS reports on their website and on publication should send the hyperlink to the Welsh Government and to all members of their Study Group.

8. Transitional arrangements

- 8.1 It is recognised that for a temporary period some LPAs will not have an adopted LDP, but may have an adopted Unitary Development Plan (UDP). LPAs in this position may use their adopted UDP as the basis for calculating their housing land supply, using the residual method, provided that the following conditions are met:

- the UDP must still be within the plan period at the base date of the JHLAS; and
- LDP preparation must be progressing in accordance with the approved Delivery Agreement.

Annex 1

Indicative Timetable

Process stages	Delivery date
<p>Stage 1 Agree timetable</p> <ul style="list-style-type: none"> • Prepare draft timetable and circulate to Study Group and Welsh Government • Submit final timetable to Welsh Government 	<p>By 28 February</p> <p>By 31 March</p>
<p>Stage 2 Site Surveys and Site Schedules</p> <ul style="list-style-type: none"> • Carry out site surveys and complete new / updated proforma for each site • Collect supporting evidence from landowners, developers or applicants • Publish draft site schedules (including supporting evidence) for consultation and notify Study Group and Welsh Government • Prepare amended site schedules and proformas as necessary • Arrange Study Group meeting where there are disputed sites 	<p>By 31 May</p>

<p>Stage 3 Preparation of Statement of Common Ground</p> <ul style="list-style-type: none"> • Prepare draft SoCG and circulate to Study Group for comment • Submit agreed SoCG to Welsh Government 	By 30 June

<p>Stage 4 Review of the Statement of Common Ground (by the Planning Inspectorate)</p>	<i>Within 2 months of validation of SoCG by the Planning Inspectorate</i>
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<p>Stage 5 Report Preparation</p> <ul style="list-style-type: none"> • (a) Prepare JHLAS report – if there is no need for the Planning Inspectorate to review the SoCG because agreement is reached on all sites. • (b) Finalise site schedule and prepare JHLAS report - if the Planning Inspectorate reviews the SoCG and makes a recommendation on the housing land supply 	<p>By 31 July</p> <p>By 31 August</p>
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Stage 6 Report Publication

- Publish report on LPA website within 21 days of date of the Welsh Government authorisation letter; and
- Send web-link to the Welsh Government

August under
5(a)

September under
5(b)

Annex 2

Statement of Common Ground Template

(NAME) LPA

JOINT HOUSING LAND AVAILABILITY STUDY (YEAR)

STATEMENT OF COMMON GROUND

**BETWEEN (INSERT NAME) LPA, THE HOME BUILDERS FEDERATION
(plus any other stakeholders)**

(INSERT DATE)

CONTENTS

1 Introduction

2 Agreed Matters

3 Matters of Dispute

4 5 Year Land Supply Calculation

Appendix 1 - Site Schedules

Appendix 2 - Site Proformas

Appendix 3 - Agreed Minor Changes / Amendments

1.0 INTRODUCTION

- 1.1 This is a Statement of Common Ground (SoCG) prepared by (LPA Name), the HBF (and any other actively involved stakeholders) for the (base date) Joint Housing Land Availability Study (JHLAS) for (LPA area) for (year).
- 1.2 This SoCG follows the process set out in the agreed delivery timetable for the preparation of (LPA Name) JHLAS for (year) and has been prepared in accordance with the requirements of *Planning Policy Wales* and Technical Advice Note 1, *Joint Housing Land Availability Studies*, (TAN 1).
- 1.3 This SoCG has been prepared for the Welsh Government [and as there are disputed sites, to assist the Planning Inspectorate to make a recommendation to the Welsh Government on the housing land supply for (LPA Name) for (year)].

2.0 AGREED MATTERS

5 Year Land Supply Sites

- 2.1 (LPA Name) published the site schedules and site proformas for the (year) JHLAS report for public consultation between (insert dates).

Agreed Sites

- 2.2 The proposed site schedule is provided at Appendix 1. The individual site proformas are provided at Appendix 2.

(Where all sites are agreed)

- 2.3 All the details within the site schedules are agreed by the HBF (and any other relevant stakeholders who commented) subject to minor modifications / factual corrections which are set out in Appendix 3.

Large and Small Site Completions

<i>Completions 31st March (year) – 1st April (year)</i>	<i>Large Site Completions</i>	<i>Small Site Completions</i>
	xxxxx	xxxxx

(Where there are areas of significant dispute identified)

- 2.4 It has not been possible to agree the details relating to (number) of housing sites. These sites total (number) dwellings within the 5 year period and equate to (years) of supply. Details relating to the nature of the dispute are set out in Section 3 below.

3.0 MATTERS OF DISPUTE

5 Year Land Supply Sites

- 3.1 Following the consultation on site schedules and site proformas, the following details are disputed by the HBF (and/or other members of the Study Group) and (LPA name).

Theoretical Examples

Site Ref	S001
Site Name	Former Metal Bashers, No Such Place, No Such Town
Planning Status	Full permission granted 19.2.13. Site allocated for housing in adopted development plan.
JHLAS History	Classified as 3(i) in 2012 Study. First included in 5 year supply in 2013 Study.
Total Number of Dwellings in 5 year supply	500 units. 100 units per year from 2014 to 2019, with two developers on site producing 50 units per year.
Site / Infrastructure Constraints	Any contamination will need to be remediated prior to commencement of development.
HBF's Stated Position	
<p>Whilst the site has planning permission for 500 homes, this was granted consent in 2013. To deliver 500 homes within the 5 year period it will be necessary to agree all pre-start conditions and other required details before commencement of development. It will be necessary to clear the site and remediate any contamination. There will also be a 12 month monitoring / signing-off period to confirm that the site is free from contamination before development can commence. Consequently there will be a 2 year period from 2014-16 where it will not be possible to construct housing on the site. This means that house completions can realistically commence in 2016-19, i.e. in 3 years, and therefore the site should only provide 300 homes within the 5 year period.</p>	

Council's Stated Position

The landowner has advised that they have commenced clearance of the site and that following additional site investigations it is not as heavily contaminated as initially suspected. Accordingly, the landowner has advised that development of new homes can commence within 1 year, i.e. with first completions in 2016/17. The site can therefore deliver at least 400 homes by 2019.

Site Ref	S002
Site Name	Greenfield site adjoining No Such Place, No Such Town
Total Number of Dwellings in 5 year supply	800 homes with 2 developers delivering 100 units per year each from 2015 to 2019.

HBF's Stated Position

The site is owned by the existing landowner and not by any major house-builders. The site requires a major link road to be completed before development of housing can commence. The link road has not been started to date due to viability issues resulting from the reduction in property values. Additionally, the road has an 18 months construction period. Accordingly, at the present point in time it is unlikely that any housing will be delivered on the site for at least 3 years. It is considered that subject to funding for the link road, which (due to lack of Government funding) will be reliant upon private sector funding, new housing could commence on the site in 2017/18. It is highly unlikely that within the first 2 years of this development each developer would be able to deliver 100 units per year. The HBF consider that the site could deliver 100 units per year from 2017/18 to 2018/19.

Council's Stated Position

The site has planning permission, all pre-start conditions have been cleared and the S106 agreement to deliver the required link road has been signed. The site is presently being marketed to developers.

Site Ref	S003
Site Name	Tall Apartment Tower, No Such Place, No Such Town
Total Number of Dwellings in 5 year supply	250 2-bed apartments.

HBF's Stated Position
The site was owned by a major housing developer and planning permission for the Tall Apartment Tower was obtained in 2010. However, due to market conditions the developer no longer intends to develop the site and has recently disposed of the site to its lenders.
Council's Stated Position
The site has planning permission, all pre-start conditions have been cleared and the S106 agreement has been signed. The site is located at a key landmark site in a thriving regeneration area and is the last site available for development. Whilst the site is no longer owned by the original developer, it is anticipated that the permission could be acquired by another major developer.

4.0 FIVE YEAR LAND SUPPLY CALCULATIONS

Agreed Position

4.1 All site specific details have been agreed (or are subject to minor agreed factual corrections, as set out in Appendix 3).

(LPA to Insert 5 Year Land Supply Calculation Table)

Disputed Position

4.2 It has not been possible to agree details on the sites set out in section 3 above. The tables below present calculations on the basis of the LPA's assessed 5 year land supply and subsequently the 5 year land supply calculation on the approach proposed by the HBF [and/or other Study Group members].

(LPA name) 5 Year Land Supply Calculation

LPA to insert 5 year land supply calculation table based on their proposed schedule.

HBF 5 Year Land Supply Calculation

LPA to insert 5 year land supply calculation table, with disputed sites taken into account.

Appendix 1 - Site Schedules

Appendix 2 - Site Proformas

Appendix 3 - Agreed Minor Changes / Amendments

Annex 3

Joint Housing Land Availability Study Report Template

(NAME) COUNCIL

JOINT HOUSING LAND AVAILABILITY STUDY [Year]

BETWEEN (NAME) LPA AND THE STUDY GROUP:

HOME BUILDERS' FEDERATION

(plus any other stakeholders)

PUBLICATION DATE: (DATE)

CONTENTS

1 Summary

2 Housing Land Supply

3 Monitoring data

Appendix 1 - Site Schedules

Appendix 2 - Past Completions Data

Appendix 3 - Previous Land Supply Data

Appendix 4 - Planning Inspectorate's Recommendation (where applicable)

1.0 SUMMARY

- 1.1 This is the (LPA Name) Joint Housing Land Availability Study (JHLAS) for (year) which presents the housing land supply for the area at the base date of 1st April (year). It replaces the report for the previous base date of (date).
- 1.2 The JHLAS has been prepared in accordance with the requirements of *Planning Policy Wales* (PPW) and Technical Advice Note 1 (TAN 1). Please refer to these documents for details of the requirements for the maintenance of a five year housing land supply in each Local Planning Authority area and the process for undertaking the JHLASs [*add web link to relevant Welsh Government Planning pages*].
- 1.3 Section 2 sets out details of the housing land supply and how it has been calculated. It shows that based on the residual method set out in TAN 1 (LPA Name) has (**years** – numbers to 1 decimal place) housing land supply.

Involvement

- 1.4 The housing land supply has been assessed in consultation with:
- Home Builders Federation
 - (Statutory parties) if actively involved
 - (Third parties) if actively involved

Report production

- 1.5 (LPA Name) issued draft site schedules and site proformas for consultation between (date) and (date). Comments were provided by the HBF and other parties within this period. A Statement of Common Ground (SoCG) was subsequently prepared and following consultation with the Study Group was submitted to the Welsh Government on (date).

(Where all details are agreed and there are no disputed matters – use paragraphs 1.6 and 1.7)

- 1.6 All matters were agreed following the consultation and set out in the SoCG.
- 1.7 This JHLAS report has been prepared on the basis of the SoCG.

(Where there are disputed matters – use paragraphs 1.8 and 1.9)

- 1.8 It was necessary for a Study Group meeting to be held to try and resolve disputes concerning a number of sites. However, a consensus was not achieved on all the disputed matters and it was subsequently necessary for the Planning Inspectorate to review these matters.

1.9 The Planning Inspectorate subsequently made a recommendation to the Welsh Government on the housing land supply (Appendix 4), including recommendations on the points of dispute. The Planning Inspectorate's recommendations were considered by the Welsh Government, relevant amendments were made to the site schedules by (LPA Name) and this information has been incorporated into this report.

2.0 HOUSING LAND SUPPLY

2.1 The five year land supply comprises sites with outline or full planning permission and sites allocated for housing in adopted development plans, categorised as prescribed in TAN 1.

2.2 The land supply has been calculated using the residual methodology, based on the (LPA Name) Local / Unitary (delete as appropriate) Development Plan (date from and to), adopted on (date).

Table 1 – Identified Housing Land Supply

Housing Land Supply (base date to base date plus 5 years) - Large Sites								
	Proposed homes	5 Year Land Supply (TAN 1 categories)			Beyond 5 years			Homes completed since last study
		Under construction	1	2	3	4	5	
Total								

2.3 Five year land supply breakdown (i.e. Categories 1, 2 and Under construction):

Private	
Public	
Housing Association	
Total	

2.4 **Small Site Supply** – The contribution from small sites of less than 5/10 (delete as appropriate) dwellings is based on the completions for the last five years.

Table 2 – Small Site Completions for previous 5 years

2010-2011	2011-2012	2013	2013-2014	2014-2015	Total

2.5 The overall **total 5 year land supply** (large + small sites) is (**number**) (x + y).

Table 3 – Five Year Land Supply Calculation

A	Total Housing Requirement (as set out in the adopted Development Plan)	
B	Completions from start of plan period to base date (large and small sites)	
C	Residual Requirement (A-B)	
D	5 Year Requirement (C / number of years of plan period remaining x 5)	
E	Annual Need (D / 5)	
F	Total 5 Year Land Supply (from para. 2.5)	
G	Land Supply in Years (F / E)	

Table 4 – Calculating the average annual requirement where the plan period expires part-way through the JHLAS period

$\text{Average annual requirement} = \frac{\left(\frac{H \times N}{P}\right) + (H - C)}{5}$
<p>Where:</p> <p>H = Total Housing Requirement (as set out in the adopted Development Plan) N = Number of years left in JHLAS period after the plan period expires P = Total number of years in plan period C = Completions from start of plan period to JHLAS base date</p>

Appendix 1 – Site Schedules

The site schedule should be presented in a similar way to the current format, but could also include a ‘note’ column for information on particular sites, e.g. how long a site has been in the five year land supply. It would also be helpful if the schedule grouped sites by area.

Appendix 2 – Past Completion Data

	Number of homes completed on		
Year	Large Sites	Small Sites	Total Completions
2015			
2016			
2017			
2018			
2019			

Appendix 3 – Previous Land Supply Data

Year	5 year supply - Number of homes (TAN 1 categories)			Number of years supply	Supply beyond 5 years – Number of homes		
	U/c	1	2		3	4	5
2015							
2016							
2017							
2018							
2019							

Appendix 4 – Planning Inspectorate’s Recommendation (where applicable)