



Replacement Local Development Plan 2022 - 2037

Call for Candidate Sites

Candidate Sites Submission Service (August 2023)

To support the Call for Candidate Sites, the Council is offering an optional submission service to assist site proposers in providing the required information to enable a proposed Candidate Site to be properly considered for potential inclusion in the Replacement Local Development Plan (RLDP) 2022-2037. The charge for the service is £300. Please note that this service relates to smaller, non-strategic scale sites. For a strategic site, the fee will be subject to negotiation although we would normally expect the complexities of such sites to warrant the retainment of professional representation.

The Council has produced a suite of Guidance Notes available on the Council's website as follows:

- Candidate Site Submission Guidance Note (May 2023);
- Call for Candidate Sites Financial Viability Guidance Note (May 2023);
- Candidate Sites Assessment and Register Methodology (May 2023);
- Sustainable Settlement Appraisal (Aug 2023)
- Ecology Survey Guidance Note (May 2023)
- LANDMAP Guidance Note (Aug 2023); as well as the
- Call for Candidate Sites Edition of Opus Map

Torfaen Council has adopted OpusConsult (incorporating OpusMap) to aid with the consultation and engagement elements of the RLDP process which provides responsive forms, associated mapping and the ability to upload accompanying documents to support the Candidate Site submission. The Candidate Site Submission Guidance Note sets out what is required for the submission of a new candidate site and provides detailed guidance on completion of the form.

The Candidate Sites Submission Service offers assistance with the following elements of the submission:

1. Full or partial completion of the Candidate Site Submission Form via OpusConsult
2. Indicative Green Infrastructure Plan

Please note that you will have to provide a site location plan (if required you can purchase a site location plan from websites such as UK Planning Maps <https://www.ukplanningmaps.com/free-site-plan>), details of the proposed development including approximate timescales for delivery, confirmation of the likely financial viability of the proposal, and any documentation regarding site condition, ownership and legal constraints that you possess. A Planning Officer will undertake a site visit. If access is required, contact details to arrange this must be provided.

Any additional supporting information that is identified as being required for example, a Flood Consequence Assessment will be notified to you at the earliest opportunity and will remain your responsibility to provide. A suitable timescale for submission will be agreed.

Due to the level of work involved in this service, the last available opportunity for requesting the Submission Service will be the 31st August 2023. No requests for this service will be accepted after this date.

You can request this service by completing the Candidate Sites Submission Service Request form which can be accessed on the Council's website:

The completed form, along with a site location plan and any associated documents should be emailed to: ldp@torfaen.gov.uk with the subject header 'Candidate Sites Submission Service'

Payment can be made by card over the telephone by requesting a call back from Torfaen Customer Services team or via the Council's website: <https://www.civicaepay.co.uk/TorfaenEstore/estore/default/Catalog/Index> quoting income reference CP0800/8312/PP11

Please Note:

- Service charges are inclusive of VAT
- Your request for support will not be processed without payment

Disclaimer

All support provided regarding the submission of a Candidate Site is undertaken without prejudice to the consideration of a formal candidate site submission. Each Candidate Site submitted will be subject to the same assessment process detailed within the Candidate Site Assessment and Register Methodology (May 2023) published on the Council's website. **The use of the Council's Candidate Site Submission Service does not prejudice the proper assessment of a submitted site and does not bind the Local Planning Authority to a particular outcome.**

If you have any questions regarding this service please contact the Planning Policy and Implementation Team at ldp@torfaen.gov.uk or 01633 648805 / 01633 648039.

Candidate Site Submission Service Standards

1. Registration and Acknowledgement – on receipt of your Candidate Site Submission Service form we will:
 - Check that sufficient information has been provided to enable us to undertake the submission and advise if any further information is required.
 - Acknowledge receipt of your request and confirm the fee paid within 3 working days
3. Response Times - We will aim to meet the following timescales (Working Days from Receipt of Submission Service Request and Payment):

Registration/Acknowledgement of Submission Service Request and Payment	Within 3 days
Site Visit and production of indicative Green Infrastructure Plan	Within 10 days
Submission of Call for Candidate Sites Form via OpusConsult (subject to receipt of required information)	Within 15 days

In particularly complex cases or in unforeseen circumstances more time may be necessary and we will discuss and agree this with you at the earliest possible opportunity.