



Delivery of Development Sites Guidance

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Policy 23 of the Perth & Kinross Local Development Plan 2 (LDP) requires a delivery strategy to be prepared for many development sites. This guidance sets out how landowners and developers can comply with this policy.

What is a delivery strategy?

A delivery strategy is a document which collects together all the information about a site, and how and when development will be delivered on that site.

Why do I need to prepare a delivery strategy?

The preparation of a delivery strategy is a requirement of LDP policy 23.

Policy 23: Delivery of Development Sites

For each site allocation in the LDP and residential windfall sites of 10+ dwellings, landowners and/or developers will produce a Delivery Strategy within one year of the LDP being adopted or prior to lodging a planning application if submitted earlier than one year from the adoption of the Plan. The Delivery Strategy will be updated on a six monthly basis to inform the Local Development Plan Action Programme. The Delivery Strategy should demonstrate a realistic programme of the delivery of all of the land within the site designation through the plan period and beyond.

On sites of 300 houses or more the Delivery Strategy should demonstrate how delivery will be maximised, including proposals for involving a range of developers and consideration of provision for self-build. Prior to commencement of the development the Delivery Strategy will be updated to include a detailed Delivery Plan confirming the phased delivery of the site.

Note: Guidance will set out how landowners/developers can comply with this policy.

Policy 23 is a new policy in LDP2. The policy seeks to ensure that we have the information we need on each site to feed into the LDP Delivery Programme (which is a statutory requirement) but also so that we can understand how sites will be progressed and allow the early identification of any issues or problems which may impact on the delivery of the site. It is essential that landowners are able to demonstrate how and when their site will progress so that we are not left with a shortfall in the supply of land for housing or employment uses. Sites which do not, or for some reason cannot, progress may have to be replaced with an alternative site in a future LDP.

Delivery strategies can be used as a basis for discussions in advance of submitting a planning application and help inform the determination of the application. The preparation of a delivery strategy should not involve significant additional work for land owners and developers, more likely it will be a case of pulling together information which has already been collected or prepared. Some sites, when they reach planning application stage, may also have a processing agreement and / or a requirement for a detailed delivery plan. Whilst this may result in some duplication, not all sites will have these documents and so it is important that we have a delivery strategy for each allocated site (and larger unallocated sites) which is regularly updated beyond the granting of planning permission.

Which sites require a delivery strategy?

If your site is an allocation in the LDP for any type of land use or is a windfall (unallocated) site on which you are proposing to build 10 or more dwellings, then you are required to produce a delivery strategy for your site.

When do delivery strategies need to be prepared?

Policy 23 of the LDP requires that delivery strategies are produced within one year of the LDP being adopted, so by 29 November 2020, or prior to lodging a planning application if it is submitted before that date. It is, however, recognised that progress on many development sites will have been significantly affected by the Covid-19 pandemic. The deadline for the submission of the first round of delivery strategies has therefore been extended by 4 months to 31 March 2021, unless you intend submitting a planning application before that date. Extending the submission date for the submission of delivery strategies also allows the opportunity for strategies to more usefully inform the 2021 housing and employment land audits, which also have a base date of 31 March. It is hoped that it will be possible to continue to align these processes for the majority of sites into the future.

How often do delivery strategies need to be updated?

You will be asked to update the delivery strategy for your site every 6 months. This is so that it can help inform the LDP Delivery Programme. The Delivery Programme supports the delivery of the LDP by setting out the actions, timescales and partnerships which are needed to implement the policies, proposals and strategies of the Plan. We understand that things can change as the development of a site progresses. It is therefore important that the information you provide in your delivery strategy and updates is realistic and reflects the most up to date position.

Delivery Strategy Templates

Two templates have been prepared to help you prepare a delivery strategy for your site, one for sites which are allocated in the LDP and one for unallocated sites. You do not have to use these templates, but we would strongly encourage it as they set out the information that we need, and we hope you will find them straightforward to use. The templates ask for information on:

- the proposal and how LDP requirements will be delivered
- the site and any relevant planning history
- infrastructure requirements and constraints
- key dates and stages and how the development will be phased
- the identification and management of risks

The templates ask for some detailed information, some of which you might not be able to provide in your first delivery strategy. For example, you are unlikely to be able to give us detailed information on annual site starts and completions dates if your site is at pre-application stage. The templates have been prepared to try to cover all stages of development and so different sections will be relevant at different times.

Just let us know what stage your development is at and complete the sections that you can.

We will further develop the templates based on consultation and user feedback and so if you have any comments or suggestions on how you think the templates could be improved, please let us know.

Completed templates should be sent to: developmentplan@pkc.gov.uk

For advice or assistance in filling in the templates, or for any comments or suggestions, please contact the Development Plans Team at: developmentplan@pkc.gov.uk or by calling us on: 01738 475300.

HOW WE USE YOUR PERSONAL INFORMATION

The information provided by you will be used by Perth & Kinross Council to inform the preparation of Local Development Plan 3, the Local Development Plan Delivery Programme, and the annual Housing Land Audit. A summary of the information provided may be published in the Local Development Plan Delivery Programme, and site delivery and phasing information may be published in the Housing Land Audit. No personal details will be published in any of the documents.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please look at our website www.pkc.gov.uk/dataprotection; email dataprotection@pkc.gov.uk or phone 01738 477933.

Delivery Strategy Template for Sites Allocated in the Local Development Plan

Notes for completion

1.1 – 1.9 *These will be completed for you using information from the LDP.*

2.1 *Please set out the details of your proposal including tenure for residential developments.*

2.2 *Please set out a brief overview of the vision for the site and key objectives / opportunities arising from the proposal. Please include, or attach, a concept masterplan and / or site layout if these are available.*

2.3 *Please indicate how the Local Development Plan site specific requirements and / or policy requirements identified in section 1.8 will be addressed.*

2.4b) *If there is more than one land owner on the site, please provide a name and contact email address (or telephone number if no email address is available) for all landowners for the entire development site area.*

2.5 *If your proposal is for 300 houses or more, please demonstrate how delivery on the site will be maximised, including proposals for involving a range of developers and how you are considering the provision for self-build.*

3.1 *Please provide as much detail as possible – where information is not yet known please state this. If there are other issues which aren't listed but which are relevant to your site, please add these to Table 2.*

3.2 *Please set out all previous planning history for the site, e.g. pre-application enquiry, proposal of application notice, planning applications etc.*

4.1 *Please set out details of the infrastructure requirements to open and deliver the site. A list of possible requirements is given but please delete or add to this list as appropriate.*

5.1 *Please set out the estimated key dates which are applicable for progressing your development. Depending on the stage your site is at it is acknowledged that you may not be able to give dates for every stage, or some stages may not be applicable, but please provide as much information as you can.*

6.0 *Policy 23 requires that on sites of 300 houses or more the delivery strategy is updated to include a detailed Delivery Plan before development starts on the site. Such sites may also have a condition to this effect attached to their planning permission. If this is the case and a detailed delivery plan has already been prepared, then this can be attached instead of filling in section 6 of the template.*

6.1 *Please set out the anticipated delivery of serviced land, houses, employment and other uses. Columns for 3 phases is given but please add more if required. Timescale for delivery should be the overall timescale for the delivery of each development phase. The serviced land fields may only be relevant for larger developments where it is appropriate to identify the delivery of enabling infrastructure*

as a separate development phase. If these fields are not appropriate to your development, please state not applicable (n/a).

6.2 If your site is going to be delivered in separate phases, please provide a layout plan showing the phasing of the site delivery.

6.3 Once development has commenced, further detailed updates on anticipated annual site starts and completions will be really helpful to feed into the annual housing land audit to help inform both individual site programming and the annual calculation of the overall housing land supply position in each Housing Market Area. Please therefore provide as much detail as you can on the projected annual start and build rate and any assumptions used to support these projections. The intention is to try and align the submission of delivery strategies with the collection of data for the annual housing and employment land audits at the end of March.

7.0 Please set out any identified significant risks to the delivery of your site. This could include things like the impact of delays on specific elements of the project plan, or the impact of significant cost increases.

1.0 Development Plan Context

1.1 Site reference:

1.2 Site name / location:

1.3 Site size:

1.4 Land use(s):

1.5 Capacity range (if applicable):

1.6 Site plan:

1.7 Site specific developer requirements

1.8 LDP policy requirements / contributions

On a site-by-site basis but could include:

Policy 1: Placemaking

Policy 5: Infrastructure Contributions

Policy 14: Open Space Retention and Provision

Policy 20: Affordable Housing

Policy 25: Housing Mix

Policy 32: Embedding Low and Zero Carbon Generating Technology in New Devt

Policy 34: Sustainable Heating and Cooling

Policy 41: Biodiversity

Policy 42: Green Infrastructure

Policy 52: New Development and Flooding

Policy 53: Water Environment and Drainage

Policy 60: Transport Standards and Accessibility Requirements

1.9 Strategic Environmental Assessment (SEA):

A site-specific SEA was carried out for this site through the preparation of the LDP and this may provide some useful information to assist in the completion of sections 2.3 Delivery of LDP requirements and 3.1 Site Assessment below. The SEA can be found on the Council's website at: www.pkc.gov.uk/ldp2SEA under [LDP2 SEA Environmental Report Appendix E](#).

2.0 The Proposal

2.1 Details of the proposal

2.2 Vision, key objectives and opportunities

2.3 Delivery of LDP requirements

Table 1

LDP requirement	How requirement will be delivered / addressed

2.4 Who is delivering the site?

- a) Principal site promoter / lead developer
- b) Land Ownership

2.5 Proposals to ensure delivery is maximised

3.0 The Site

3.1 Site assessment

Table 2

Issue		Details
Topography		
Ground conditions		
Utilities	Water and sewerage	
	Gas / electricity	
	Digital platforms	
Access / transport	Site access	
	Public transport	
	Active travel	
Green and blue links		
Ecology and biodiversity		
Cultural heritage e.g. archaeology		
Other (please specify)		

3.2 Relevant planning history

Table 3

Reference	Details

4.0 Infrastructure

4.1 Infrastructure requirements and constraints

Table 4

Infrastructure	Responsibility for delivery	Any constraints on delivery	How constraints will be overcome
Site opening			
Foul and surface water drainage			
Affordable housing			
Education			
Heat networks			
Recreation / open space			
Access / transport movement			
Public transport			
Cultural heritage			
Environmental enhancement			
Community facilities and services			
Utilities			
Electrical networks			
Digital platforms			
Off-site network reinforcement			

5.0 Project Plan

5.1 Key dates

Table 5

Key stage	Estimated date
Proposal of Application Notice	
Processing Agreement	
Environmental Assessment screening / scoping	
In Principle application	
Section 75 agreement	
Approval of Matters specified in conditions application	
First phase application	
Technical approvals	
Roads Construction Consent	
Building warrant	
Land purchase / disposal	
Developer start on site	

6.0 Delivery and Phasing

6.1 Development phasing

Table 6

Development phase	1	2	3
Timescale for delivery of phase			
Serviced land for housing (unit capacity)			
Serviced land for employment uses (ha)			
Serviced land for other uses (ha – please specify use)			
Market housing completions			
Affordable housing completions			
Employment uses (built units)			
Other uses (built units – please specify use)			
Any assumptions			

6.2 Phasing layout plan

6.3 Estimated annual housing delivery

Table 7

Year (March to March)	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	Beyond 2028
Market housing site starts									
Market housing completions									
Affordable housing site starts									
Affordable housing completions									

7.0 Risk Management

Table 8

Risk	Mitigation	Responsibility for resolving risk

8.0 Key Contacts

Completed by:

Contact email address:

Date:

Please provide a key contact for the site where subsequent enquiries can be directed if different from the above,

Please now send your completed template to us at: developmentplan@pkc.gov.uk

Delivery Strategy Template for Unallocated Sites

Notes for completion

1.3 Please insert or attach a site plan

1.5 Please list the LDP policies which will apply to your proposal. These could include:

Policy 1: Placemaking

Policy 5: Infrastructure Contributions

Policy 14: Open Space Retention and Provision

Policy 20: Affordable Housing

Policy 25: Housing Mix

Policy 32: Embedding Low and Zero Carbon Generating Technology in New Devt

Policy 34: Sustainable Heating and Cooling

Policy 41: Biodiversity

Policy 42: Green Infrastructure

Policy 52: New Development and Flooding

Policy 53: Water Environment and Drainage

Policy 60: Transport Standards and Accessibility Requirements

2.1 Please set out the details of your proposal including tenure for residential developments.

2.2 Please set out a brief overview of the vision for the site and key objectives / opportunities arising from the proposal. Please include, or attach, a concept masterplan and / or site layout if these are available.

2.3 Please indicate how the LDP policy requirements identified in section 1.5 will be addressed.

2.4b) If there is more than one land owner on the site, please provide a name and contact email address (or telephone number if no email address is available) for all landowners for the entire development site area.

2.5 If your proposal is for 300 houses or more, please demonstrate how delivery on the site will be maximised, including proposals for involving a range of developers and how you are considering the provision for self-build.

3.1 Please provide as much detail as possible – where information is not yet known please state this. If there are other issues which aren't listed but which are relevant to your site, please add these to Table 2.

3.2 Please set out all previous planning history for the site, e.g. pre-application enquiry, proposal of application notice, planning applications etc.

4.1 Please set out details of the infrastructure requirements to open and deliver the site. A list of possible requirements is given but please delete or add to this list as appropriate.

5.1 Please set out the estimated key dates which are applicable for progressing your development. Depending on the stage your site is at it is acknowledged that you

may not be able to give dates for every stage, or some stages may not be applicable, but please provide as much information as you can.

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7.0 Please set out any identified significant risks to the delivery of your site. This could include things like the impact of delays on specific elements of the project plan, or the impact of significant cost increases.

1.0 Development Plan Context – Unallocated Site

1.1 Site name / location:

1.2 Site size:

1.3 Site plan:

1.4 Land use(s):

1.5 LDP policy requirements / contributions

1.6 Strategic Environmental Assessment (SEA)

A SEA was prepared for the Local Development Plan and this may provide some useful information to assist in the completion of sections 2.3 Delivery of LDP requirements and 3.1 Site Assessment below. The SEA can be found on the Council's website at: www.pkc.gov.uk/ldp2SEA

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Access / transport movement			
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Environmental enhancement			
Community facilities and services			
Utilities			
Electrical networks			
Digital platforms			
Off-site network reinforcement			

5.0 Project Plan

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Other uses (built units – please specify use)			
Assumptions			

6.2 Phasing layout plan

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Affordable housing completions									
Assumptions									

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