

Call for Sites

Site Submission Guidance

February 2024



Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí

Completing your submission – Guidance.

Ways to make your submission

Online Call for Sites portal

The easiest and fastest way to make a submission is online via our Call for Sites portal. The questions will automatically populate according to your proposed land use type meaning you only see and answer those questions directly applicable to you. The online portal will also allow you to plot your site and upload supporting information in pdf format.

An automatically generated receipt will be issued to the email you enter on record. Should you have any queries about submitting online, please contact the office during normal office hours where a member of staff will be available to help you.

Thank you for caring for the environment and not printing your submission.

As outlined in the Council's 'Climate Change and Sustainable Development Strategy 2020-2030' the Council has pledged to reduce its carbon footprint and would ask our citizens to consider their impact on the environment and your own financial costs of printing hard copy documents. Between 2019/20 and 2022/23 there has been a 47% decrease in printer use across the Council. This is equivalent to saving 117 trees, 12.37t CO2 mitigated and almost £19,000 saved in printer costs!

The Council prefers submissions to be made online, via its website.

By email.

You may download the questionnaire from our website and complete. This can be submitted by email with accompanying information to developmentplan@fermanaghmagh.com.

By post.

You can print off a copy of the questionnaire and submit your proposed site and accompanying information by post to either of the Connect Centres or Planning Offices in Enniskillen or Omagh. Address information available at www.fermanaghmagh.com

Disclaimer

Should the Council's assessment of the site indicate that it has potential for development, this will not amount to confirmation that the site will be allocated (zoned) in the Local Policies Plan or that planning permission for a particular use or development will be granted. No part of this process should be read as generating an expectation as to how the Council will determine any individual application for planning permission.

It is the responsibility of site promoters to demonstrate that the development proposals are viable and policy compliant.

The Council will not necessarily write out to seek any further information, to clarify information which has been received, or to point out errors in submissions made. It is your responsibility to ensure that the submission is complete and accurate at the time of it being made.

Data Protection Statement

Your personal data will be used by the Council to process your submission and to contact you as part of any future public consultation on the draft Local Policies Plan.

The Council is required to undertake an assessment of the land identified in your submission. By submitting this form, you accept that the form and any supporting information including the Council's assessment of the site will be published online on the Council's website and will be made available for public inspection.

Personal information (such as a personal address, telephone number and email address) will not be published.

For further information relating to the Privacy Statement and how Fermanagh & Omagh District Council use your data please go to <https://www.fermanaghomagh.com/your-council/privacy-statement/planning/local-development-plan-2/>

Breaking the form down - Useful information

Section 1

Contact details and role or interest in the site

Your contact details are required. Please note that site submissions cannot be treated as confidential. If you are or have an agent employed to act on your behalf, please complete both your own and your client's/agent's details. You must indicate your role in the site being proposed. You do not need to be the owner of the site to put it forward for development. You must also attach a letter from the landowner, individual / organisation confirming that they are content for the site to be promoted.

The Council does not hold information on who owns land (apart from our own). If you require details of who owns a particular site, you should contact Land Registry (please note that there is a charge for using this).

You must complete all sections.

Section 2

Site details

The Council needs to be able to precisely identify the locations and boundaries of all submitted sites. Therefore, it is essential that you supply a map of suitable quality (preferably on an Ordnance Survey (OS) base at an appropriate scale e.g. 1:1250 or 1:2500), clearly showing the detailed site boundaries. Site boundaries should be marked in red. Any neighbouring land that you own should be marked in blue. Any third-party land required for access, sightlines or footpaths should also be annotated.

More than one site should not be marked on a map. A separate submission and map for each site is required for each proposed land use.

You must identify both the area of the site and the developable area. The developable area may be different to the site area if the site contains certain features which restrict development in part.

Details of the current land use and relevant planning history.

If a planning permission has expired it is important to provide a clear reason for this.

You must complete all sections.

Section 3

Site Ownership

You do not need to be the owner of the site to make a submission.

If you do not own the site, you should give the details of the site owner(s). If there is more than one owner, please give details of all owners and provide separate

information which indicates the extent of individual landholdings, and this should be supported by a site map.

You must also provide a letter confirming that the landowner(s) are content for the site to be promoted.

Sections 4, 5 and 6

Site Suitability, including site constraints and submission of studies/surveys

If third party land is required for access, sightlines, or footpaths or for any associated infrastructural works please clearly annotate this on the site map submitted and provide detail in your submission.

If there are any other legal or ownership issues that may prevent development, please provide details.

You must indicate any constraints to developing the site submitted and the severity of any constraints that may affect how easily or quickly the site could be developed.

Please provide evidence, wherever possible, to support statements made on the form. It is important to note that we will make our own assessment of these matters for each site, perhaps in consultation with consultees or any other experts the Council feels as appropriate. We may come to a different conclusion than those submitted on the form. Any information provided on these forms will be useful in assessing each site. If there are any other constraints not listed on the form that you are aware of, please tell us in the space provided.

The Council encourages the submission of supporting studies or surveys for each site as this provides clarity in relation to potential site constraints. It also provides detail on how these site constraints can be potentially addressed so that the site can still be developed for a particular land use.

You should also indicate the potential capacity of the site, such as the number of residential properties and approximate density, or the amount of floor space in square metres for economic development, and whether any design work has been completed.

If you indicate that a study or survey has been undertaken this should be submitted.

Sections 7 and 8

Availability and Deliverability

These sections need to be filled out accurately and all questions completed. The Council needs to be able to assess the site's availability and deliverability. In terms of the main and local towns this will be relevant for Phase 1 and 2 zoned lands.

Please state when you believe the site could be made available for development. If the site is not immediately available, please state which year it could be available for development and explain why such as listing the main constraint(s) or delaying factor(s) and actions necessary to address or overcome these.

We need to ensure that we capture enough information to ascertain whether the site can achieve the proposed use.

If the site is in multiple ownership, you need to indicate the total number of owners and whether there is any formal agreement in place to sell or develop the land. A copy of any agreement must be submitted, and each plot should be annotated on the site location plan.

Availability

A site can be considered available for development, when, on the best information available (confirmed by the call for sites and information from landowners and legal searches where appropriate), there is confidence that there are no legal or ownership impediments to development. For example, land controlled by a developer or landowner who has expressed an intention to develop may be considered available.

Deliverability

The deliverability of a site calls for an exercise of evaluative judgement taking into account all of the available evidence. For the purposes of the plan, a site will be considered to be deliverable if there is a realistic prospect that the proposed development will be delivered on the site within a particular timeframe, for instance within the plan period.

NB: There are a high number of housing commitments (extant or ongoing permissions) within the District, many of which have expired or not been built out. Therefore, even if a site has planning permission, clear evidence in relation to the realistic prospect that housing will be delivered on the site should be submitted. It is the responsibility of those making a submission to provide clear evidence of deliverability, especially in those circumstances where there are identified barriers to delivery or there is a history of under delivery on a particular site (e.g. through unimplemented planning permissions or planning permissions implemented but not completed).

Section 9

Land use types

The Council invites submissions for a range of land uses including;

- Residential,
- Industry,
- Business,
- Storage & Distribution,
- Mixed Use

For the purposes of this exercise, industry and business uses refer to those currently defined in Part B 'Industrial and Business Uses' of the Planning (Use Classes) Order (Northern Ireland) 2015. "Business" includes offices call centres, and research and

development. “Industry” includes light industrial, general industrial, and storage and distribution uses.

Please indicate the preferred use that you would like the site to be considered for. A separate form must be submitted for each site and separate use.

The Plan Strategy Strategic Policy SP03 advises that within the main and local towns sites will only be allocated where it can be shown that they can accommodate at least 10 dwellings.

In the villages and small settlements Housing Policy Areas may be taken forward, this will ensure maximum flexibility.

Policy SP04 advises that zoned industry and business sites will only be taken forward in main and local towns, this will ensure maximum flexibility in the villages and small settlements.

Section 10 - A criteria based approach to selecting sites as part of the LPP process and assessment.

Policy SP03 sets out the criteria-based approach to be adopted to the identification of residential housing sites in the main and local towns. It explains that prioritisation will be given to brownfield land within the urban footprint. The urban footprint is defined in the Plan Strategy as ‘the continuous built-up area of the settlement. The boundary will be represented by an uninterrupted line, often lying inside the planned settlement limit. The urban footprint contains land which has a formal urban use including land on the edge of the settlement where it forms part of the curtilage of a building. However, this does not necessarily imply that gardens are acceptable for housing development. Undeveloped zoned land at the edge of the settlement will be excluded.’

SP03 also explains that the ability to deliver affordable housing where a need exists will be taken into account. Those making a submission are invited to specifically comment on those two factors in the space below.

The Plan Strategy recognises the importance of Key Transport Corridors. A factor which the Council will take account of when deciding whether to allocate land for industry and business use will be its accessibility to Key Transport Corridors. Those making a submission are invited to specifically comment on this factor in the space below and are encouraged to submit any relevant accessibility analyses or reports that they may have undertaken.

The Plan Strategy recognises throughout the need to mitigate and adapt to climate change. Positive Place Shaping has a role to play in this endeavour. Those making a submission are invited to specifically comment on how their proposals will contribute to this aim.

This part of the form gives you the opportunity to make submissions in this regard. You must complete this part of the form in full.

The final selection criteria for the zoning of land in the local policies plan will be set out later in the plan-making process. Those making a submission at this stage are, in particular, invited to comment on the criteria set out above and are also provided with an opportunity in Section 11 to make any other relevant comments in respect of their promoted land.

Section 11 – Additional Information

Please include any further information which you feel is relevant to this process.

Section 12 – Documents referred to within your answers

This section of the form enables the person putting forward a site, to submit a site location plan, or any other surveys, studies or information in support of their application.

You should list all documents submitted so this can be verified by the Council following receipt.

NB:

Please note this guidance is not exhaustive, and you should contact the Development Plan team if you need any support, advice, or guidance in relation to completing this form, by email at developmentplan@fermanaghomagh.com or by phone at 0300 303 1777 and ask to speak to a member of the Development Plan team.