**Appendix C- Specification**

# Context

1. Government planning policy requires local planning authorities to maintain a register of those interested in acquiring a plot of land for self-build and custom housebuilding (Self Build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016)). Local planning authorities are required to have regard to this demand when carrying out duties of planning, housing, regeneration and land disposal. Local planning authorities are also required to grant permission for enough suitable plots of land to meet demand on the register. Interest in self build and custom housebuilding in Lambeth has been high, with over 800 individuals joining the Self Build register up to October 2019. The number of permissions granted for suitable plots has not been sufficient to meet this demand.
2. Lambeth wishes to be more proactive in providing information to those on the register about suitable sites in order to better meet demand. It is therefore seeking to commission a study to identify a suitable supply of land for self-build and custom housebuilding. Alongside this work, the council will be introducing eligibility criteria (such as a local connection test and/or financial solvency test) and charging applicants to join the register.
3. The council is also in the process of preparing a Site Allocations DPD (SA DPD) for the borough. The SADPD will form part of the statutory development plan and, following adoption, will be used to determine planning proposals on each relevant site. The DPD will introduce new site allocations to replace those currently contained within the forthcoming Revised Local Plan, which is anticipated for adoption in late 2020/21. Sites which are found to be suitable for self build will be considered for inclusion in the Site Allocation DPD. This study will form part of SA DPD evidence base to support the allocation of any sites for self build and custom build housebuilding.
4. The Draft Revised Lambeth Local Plan is currently undergoing examination. This includes a policy which supports self-build and custom-build housing where it can be demonstrated that the residential density of the site has been optimised and other policy requirements have been met.
5. The Council wishes to procure consultants with specialisms in land supply testing to identify sites in the borough that are suitable and available for self-build and custom housebuilding. This will broadly involve:
* Utilising appropriate criteria to identify a list of sites that are suitable and available for self-build and custom housebuilding developed from a long list of predominantly council-owned sites.
* Advising on whether to promote sites through Site Allocation process or other means.

# APPROACH TO THE COMMISSION

1. The objective of this commission is to identify sites suitable for self build and custom housebuilding in Lambeth. This study will involve specifying and applying a methodology to analyse a long list of eligible sites which must be suitable and available. The Council will provide the appointed consultants with a long list of sites including sites in public ownership (predominantly council-owned sites). This list will include up to 50 sites. Suitability and availability should be assessed with regards national planning policy and guidance.
2. The study should provide advice on how sites should be promoted ie whether suitable for allocation through the SA DPD or promoted through other means. The study should also reflect the council’s work to introduce eligibility criteria and fees for those wishing to join the self build register.

# SCHEDULE AND REQUIREMENTS (SPECIFICATION)

1. In carrying out the work consultants will need to:
* Identify and agree with Council officers the methodology for the site search and assessment for the self-build and custom housebuilding land supply assessment.
* Identify and agree with Council officers a set of criteria to apply to the assessment of potential sites for self build and custom housebuilding. These must as a minimum comply with any government guidance and existing planning policy. If weighting is to be applied to criteria they should be agreed with Council officers early on. Apply the agreed criteria to each site and produce an appraisal matrix.
* Provide recommendations in a final report on sites that are suitable and available for self build and custom housebuilding available and whether sites should be allocated or promoted through other means.

1. The study output must provide a robust, credible and up to date evidence base to support the inclusion of sites in the Site Allocations DPD which will meet the tests of soundness as examination and withstand legal challenge. This will involve demonstrating that the requirements of national planning policy and legislation have been met. It is expected that the main project deliverables will be a final report containing the following:
2. commentary on relevant issues relating to custom and self-build opportunities within the borough
3. a summary of the objectives
4. the methodology adopted
5. main findings of the assessment process
6. key recommendations relating to the sites with potential for custom and self-build housing from sites within the borough including their suitability for allocation within the SA DPD and a broad indication of the housing potential for each site identified
7. The final report should be supplied as a Word version and a PDF version for internet distribution and placing on Council website. Figures and images in final report to be flattened in size in order to be as web-friendly as possible, whilst remaining legible.. Text in all outputs should be illustrated with easy to read diagrams and plans as appropriate. The document must be clear, concise and easy to read.
8. All raw data should also be provided to the council in an appropriate format such as Excel document and/or GIS shapefiles. All outputs from the study will be the property of the Council. It is expected that the Consultant will ensure confidentiality of the emerging findings during the course of the study.
9. Subject to clarification at the inception meeting, outputs for costing purposes will be as follows:

* Attendance of key consultants at an inception meeting, presentation of draft report to an officer meeting, and further meetings, as required.
* A draft report setting out methodology and initial assessment of sites
* A final report including the full and detailed assessment and recommendations for the Council about how to promote suitable sites, taking account of feedback received on the draft report.
* A GIS dataset of site boundaries, details and final conclusions of study
* An Excel dataset site details and final conclusions of study