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# Housing Delivery Incentives Scheme

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Developer Guide

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June 2017

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**North Norfolk District Council  
Planning Policy Team**

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**All documents can be made available in  
Braille, audio, large print or in other languages.  
Please contact 01263 516318 to discuss your requirements.**



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# 1 Introduction

- 1.1** This is a new scheme which the District Council has decided to introduce for a trial period. The scheme will operate between the 1st of April 2017 until adoption of a new Local Plan for North Norfolk or until such time as the scheme is reviewed by the Council, whichever is the earlier. During this period the Council reserves the right to amend or withdraw the scheme at any time. All previous Incentive Schemes are closed but applications made prior to 1st April 2017 will be determined in accordance with the provisions of the previous scheme in place at that time.
- 1.2** The purpose of the scheme is to incentivise the quick delivery of developments which have been granted planning permission and to encourage applications and house building on those sites which are allocated for development in the adopted North Norfolk Site Allocations Development Plan or are in locations where planning permission would normally be granted. **The scheme is not intended to allow building in locations where planning permission would not normally be approved.**
- 1.3** The incentives are only available for a temporary period and are subject to commitments to start and deliver development quickly. They will only apply therefore in cases where applicants are prepared to accept and can agree to complete an agreed level of development within an agreed specific time period.
- 1.4** Entry to the scheme is by formal application and a specific form is available for this purpose. Applications to take part in the scheme will normally only be accepted at the same time as applying for planning permission. Sites which hold existing planning permissions, where development has not started, may be considered but applicants should note that a further planning application may be required to vary the conditions attached to the existing planning permission. Advice should be sought from a planning officer prior to making an application.

## 2 Available Incentives

### 2 Available Incentives

- 2.1 The incentives that are available comprise the temporary relaxation of certain current policy requirements which are normally applied to planning applications:

#### **Incentive 1 - Affordable Housing (1)**

Increasing the number of dwellings which will be permitted on a development before seeking a contribution towards affordable housing. The Council will allow schemes of up to 10 dwellings (new build and conversions) without seeking contributions towards affordable housing. This incentive relates to the affordable housing usually made available via a Housing Association or similar registered social landlord. Smaller, lower cost housing for sale will continue to be required within larger schemes (Policy H01 of the adopted Core Strategy). This incentive is available for outline, reserved matters and full planning applications on request.

#### **Incentive 2 - Affordable Housing (2)**

Reducing the quantity of affordable housing to 25% on large scale development proposals of 11 dwellings or more in defined parts of the district (see 'Appendix 2: Affordable Housing Zones Map'). This is available in association with full and reserved matters planning applications only where quick implementation and phased delivery of development is agreed. This incentive is not available at outline planning stage and is only available by formal application (specific application form required).

#### **Incentive 3 - Renewable Energy**

Removing the requirement that part of the schemes energy needs should be generated from on-site renewable sources. This is available in association with full and reserved matters applications only where quick implementation and phased development is agreed.

- 2.2 These incentives will only be available where applicants accept a short time limited planning permission and/or complete an agreement to start, or partly complete, the approved development within an agreed time period as outlined in the Scheme Conditions and an approved Schedule of Works.

## Scheme Eligibility 3

### 3 Scheme Eligibility

- 3.1** The scheme is intended to apply to most types of residential development which results in the provision of permanent housing. Proposals for new build housing, building conversions, and proposals to remove restrictive occupancy controls such as holiday conditions will all be considered. Proposals for hostels, care homes and holiday homes are not eligible for these incentives.
- 3.2** Each of the Incentives is subject to a number of eligibility criteria and standard conditions:

#### **Incentive 1 - Affordable Housing (1)**

Available on all proposals for 10 or fewer dwellings provided as a result of either new build, conversion of buildings to residential dwellings and the removal of holiday and other restrictive occupancy conditions from dwellings. This incentive is solely available in association with planning applications where the applicant accepts a condition requiring commencement of development within one year in the case of full applications and two years in the case of outline applications and building conversion schemes. Sites which already have planning permission are not eligible unless a further planning application is made.

#### **Incentive 2 - Affordable Housing (2)**

This is available on proposals for 11 or more dwellings provided via new build, building conversion, or the removal of restrictive occupancy controls. It is only available in defined parts of the district (see 'Appendix 2: Affordable Housing Zones Map'). For new build proposals and conversion proposals that secure full or reserved matters planning approval a separate legal obligation will be required to ensure construction is undertaken in accordance with an agreed **Schedule of Works** (see Section 4).

#### **Incentive 3 - Renewable Energy**

Available on all planning applications for residential development of 10 or more dwellings except for proposals to lift restrictive occupancy conditions. For new build proposals and conversion proposals that secure full or reserved matters planning approval a separate legal obligation will be required to ensure construction is undertaken in accordance with an agreed **Schedule of Works** (see Section 4).

#### **Other Scheme Conditions**

- 3.3** To be considered for participation under the scheme the following will apply:
- The development proposal must usually be the subject of a current undetermined planning application. It may be acceptable to apply for the incentives after the grant of planning permission but applicants will need to check the terms and conditions of the planning permission and the need or otherwise to make a further application to vary planning conditions and or vary an existing legal agreement. A request under this Incentive scheme does not constitute a revised planning approval.

## 3 Scheme Eligibility

- Those proposals which only seek outline planning permission will not qualify for incentive 2 which is only available at Reserved Matters or Full Planning application stage.
- For schemes of 30 dwellings or more incentive 2 is only available if the proposal includes a minimum of 2% of the total number of dwellings proposed as serviced plots suitable for self-build homes in addition to the 25% affordable homes.
- In the case of proposals involving eleven or more dwellings a Section 106 Agreement will be required. This agreement will require development to be commenced and partly constructed within agreed timeframes and include a **fall-back** position in relation to failure to comply with the agreed timetable.
- In relation to incentive 2 applicants must be the freeholder of the site or have an option to purchase the site from the current owner upon the grant of planning permission or shortly thereafter.
- Applicants must confirm that all other consents are, or will be, in place to allow the development to progress quickly. This will include confirmation of resolution of any legal issues, building regulations approval, and confirmation that development finance is in place.
- Applications will need to include a detailed **Schedule of Works** and include a specific commitment in a legal agreement to complete an agreed proportion of the approved development within 12 months of the commencement of development (or other agreed period) together with an obligation to complete the development in accordance with the agreed **fall-back** position in the event of the schedule of works not being completed.
- The associated planning application/permission should be sufficiently detailed to allow for rapid commencement of development without the need for further approval of outstanding matters. There should be no significant outstanding conditions requiring the submission and approval of further details. For example, full details of construction materials, landscaping, surfacing, and boundary treatments should all be included within the planning application or have already been agreed and there should be no outstanding requirements in relation to issues such as land contamination or wildlife surveys and protection.

### 3.4 Access to the incentives scheme may be declined if these conditions are not met.

## Compliance with the Schedule of Works 4

### 4 Compliance with the Schedule of Works

- 4.1** Applications made for Incentive 2 should be supported by a proposed schedule of works. This schedule will be incorporated into the Section 106 Agreement and specifies the quantum of development that is necessary to complete in order to access the incentive. Typically this should be expressed as a number of dwellings and supporting infrastructure which will be completed within 18 months of the grant of planning permission. Time periods and amounts of development are negotiable but should deliver substantial development quickly.

**What happens if I don't build the development in accordance with the agreed Schedule of Works? (the 'Fall back').**

- 4.2** The purpose of the scheme is to deliver development quickly. If development is not built in accordance with the agreed timetable the scheme incentives are withdrawn in relation to the remaining development to be completed.
- 4.3** If works are commenced but sufficient works are not completed in accordance with the agreed Schedule of Works full compliance with the terms and conditions of the planning permission will be required. This will be controlled via the imposition of conditions on the relevant planning permission and/or within a Section 106 Agreement as appropriate.

## 5 Next Steps

### 5 Next Steps

- 5.1** If you are interested in taking part in the scheme you should contact North Norfolk District Council for further advice and to establish if your proposals are likely to be eligible. Applications to take part in the scheme should not be made without prior discussion with the Planning Authority.
- 5.2** For further details and to enquire about eligibility please contact:

Mark Ashwell  
Planning Policy Manager  
01263 516325  
[mark.ashwell@north-norfolk.gov.uk](mailto:mark.ashwell@north-norfolk.gov.uk)

## Appendix 1: Application Form

## Appendix 1: Application Form



## APPLICATION FORM

## North Norfolk Housing Delivery Incentives Scheme

Please note. Before completing this form it is recommended that you read the 'Housing Delivery Incentives Scheme: Developer Guide' document. Information provided on this form and any supporting documentation will be made available for public inspection. Notes on completing this application form are shown at the end.

**APPLICANT DETAILS**

1

Name

Address

Email

Tel

**AGENT DETAILS (IF APPLICABLE)**

2

Name

Address

Email

Tel

**DESCRIPTION OF THE DEVELOPMENT**

3

Please give the description of the development as detailed in the planning application.

# Appendix 1: Application Form

**INCENTIVES**

4

Which of the available Housing Incentives are you applying for?

**Incentive 1: Affordable Housing (1)**

**Incentive 2: Affordable Housing (2)**

**Incentive 3: Renewable Energy**

**SCHEDULE OF WORKS**

5

Please provide a short description of the development included with the Schedule of Works which are proposed to be completed within 18 months of the date of planning permission being granted.

**ENCLOSURES**

6

Please confirm you have included the following enclosures with your application:

- This completed application form**
- A scaled plan showing the site to which the application relates**
- A Schedule of Works describing Phase 1 of the development**
- A draft Section 106 legal agreement incorporating the standard obligations**

# Appendix 1: Application Form

## DECLARATION (DELETE AS APPROPRIATE)

I/the applicant is the freehold owner of the site

I/The applicant has a legally binding option to buy the site

I confirm I have served notice on the land owner of this application

Name	Signature	Organisation	Date

Please return this completed form and all relevant enclosures to:

Planning Policy Team  
North Norfolk District Council  
Holt Road  
Cromer  
Norfolk  
NR27 9EN

[planningpolicy@north-norfolk.gov.uk](mailto:planningpolicy@north-norfolk.gov.uk)

01263 516318

## Notes on completing the application form

### Section 1

Please complete your full name, address and contact details.

### Section 2

Please complete the full name, address and contact details of any agent you are using in relation to your incentives application. All correspondence and other communication will be sent via **your appointed agent** unless you advise otherwise.

### Section 3

This description should match the description of the proposed development used on the associated planning application.

### Section 4

You may apply for one or more of the available incentives using this form. Indicate which incentive you are applying for by ticking the appropriate boxes.

### Section 5

Complete this section by providing a short written summary of you proposed Schedule of Works which you intend to complete within 18 months of the grant of planning permission. The extent of these works should have been discussed with a planning officer prior to making this application.

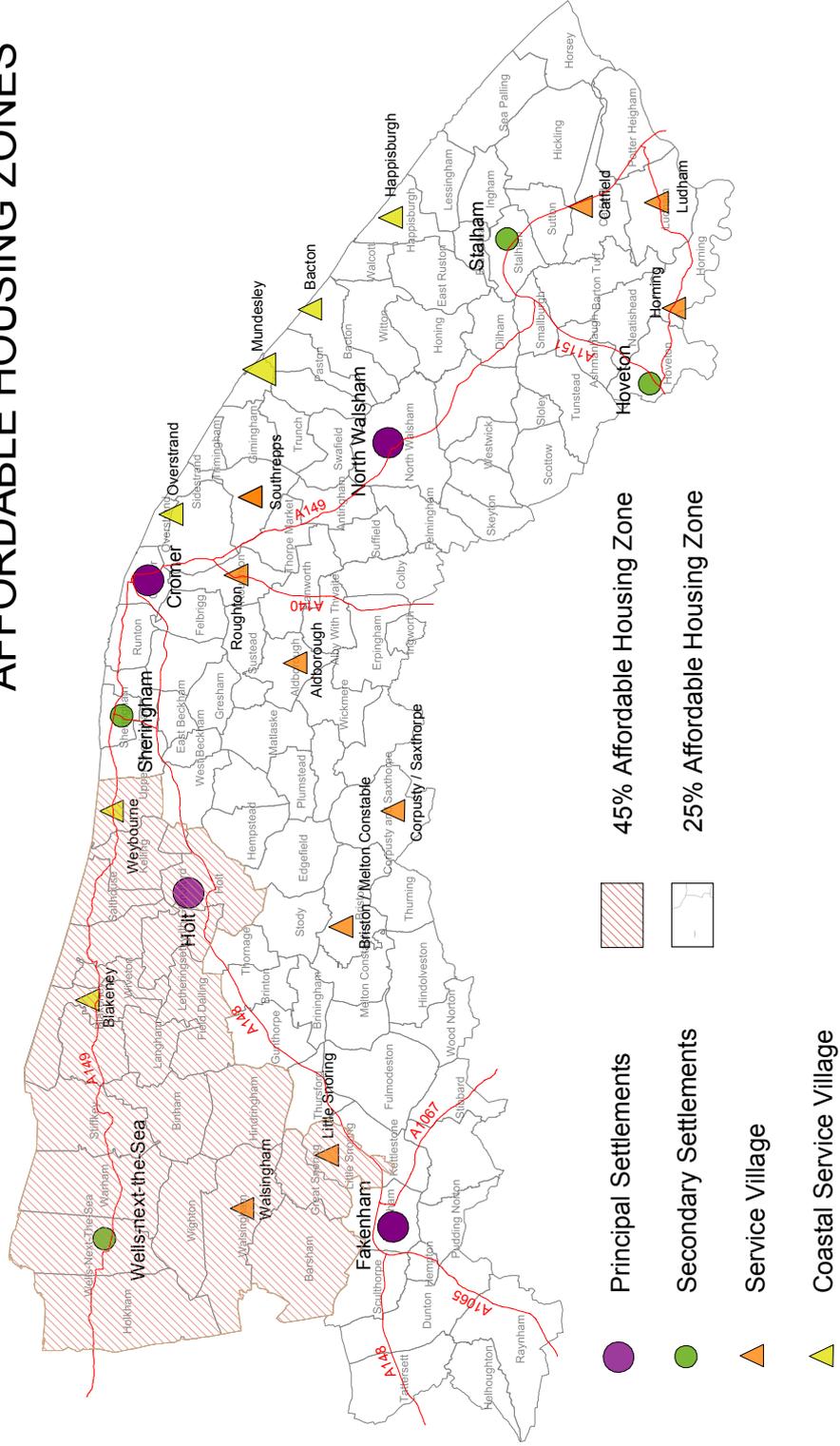
### Section 6

Your application will not be accepted unless **all** of the listed enclosures are included.

# Appendix 2: Affordable Housing Zones Map

## Appendix 2: Affordable Housing Zones Map

### HOUSING INCENTIVES SCHEME AFFORDABLE HOUSING ZONES



Affordable Housing Zones (Incentive 2)