

# Community Led Housing Land Disposal Policy

## Deliverability Checklist

### 1 Introduction

This document provides details of the information being requested by the Strategy and Enabling (S&E), it is for CLH groups to demonstrate the deliverability of their proposed housing development. The information provided will be reviewed by S&E in line with the CLH LDP Monitoring Framework to inform decisions on extending previously agreed milestones.

**CLH groups shall have 8 weeks from the date of their provisional milestone extension offer letter to provide this information (however, it can be provided as soon as it is available).**

### 2 Submitting Deliverability Evidence

Please be aware that external links to any information shall not be accessed by the S&E; all information needs to be attached to an email as either a Word document, a PDF or in Excel and emailed to [strategyandenabling@bristol.gov.uk](mailto:strategyandenabling@bristol.gov.uk)

### 3 Deliverability Evidence

**Business Plan** that includes:

- Organisation Type & Registration Number(s) and Members (highlighting key contacts)
- Project Proposal



- Planning Status/Proposals
- Project Programme with milestones
- Latest Funding and Cost Appraisal
- Demonstrate Social Value and Community Benefit/Engagement
- Marketing and Communications Strategy
- Risk Register
- Method Statements of Compliance with Bristol City Council CLH [Governance and Finance Standards](#) and [Management Standards](#). (if working with an RP then letter of comfort from Partner RP is sufficient).

We are not expecting CLH groups to produce new Business plans for the purposes of this exercise; however, any existing Business Plans should be updated to reflect current proposals.

If you wish to submit information in an alternative format, please do so considering the suggested word count and further details in section 4 below.

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## 4 Deliverability Evidence - What we are looking for

### 4.1 Organisation Type (200 words)

- Legal Form & Registration numbers
- If more than one organisation, please provide a clear explanation for each entity, its legal form, and why multiple bodies exist (e.g., one for landholding, one for membership/delivery). A diagram or short summary showing how the organisations relate to each other. Which organisation will hold:
  - the land,
  - the assets/homes,
  - the tenancies/leases,
  - the contracts (professionals, builders, lenders).

### 4.2. Project Proposal (200 words)

- Summary of the project proposal (in a few lines or 3 to 4 bullet points)



- Total number of homes proposed
- Dwelling types (i.e. apartments or houses, no of beds & person occupancy e.g.3b4p)
- Proposed mix of tenure (will the scheme be 100% affordable housing or a mix)
- Proposed affordable housing tenures (i.e. Social Rent, Affordable Rent, Affordable Private Rent or Shared Ownership)
- Space Standards / Accessible Homes - Confirm the amount and type/size of accessible home, i.e. M4(2) or M4(3)
- Lead contact(s) - please provide a maximum of two contacts.

We will accept the above as written text, or the Table below can be used and updated as relevant for your project:

<b>[Project Name/Site] Summary:</b>	
Project Proposal	In a few lines or 3 to 4 bullet points
Total number of homes	<b>[x]</b> total homes proposed
Dwelling types	Mix of <b>[x]</b> apartments and <b>[x]</b> houses and sizes e.g. 1no.2b4p
Proposed mix of tenure	<b>[x%]</b> Affordable Housing with <b>[x%]</b> Market housing or, 100% Affordable Housing
Affordable Housing and Tenure Mix	Proposed to deliver <b>[x%]</b> affordable homes comprising of <b>[x]</b> Social Rent/Affordable Rent/ Affordable Private Rent/ Shared Ownership
Space Standards/Accessible Homes	<b>[x]</b> number of accessible homes to be delivered as 1, 2 or 3-bedroom homes meeting M4(3)/M4(2) requirements/ sqm to be provided.
Lead Contact (s)	<ul style="list-style-type: none"> <li>• Primary contact:</li> <li>• Role:</li> <li>• Email/Phone:</li> <li>• Secondary contact:</li> <li>• Role:</li> <li>• Email/Phone:</li> </ul>

#### 4.3 Planning Status/Proposals (500 words/1 side A4)

CLH proposals must be BCC Planning Policy compliant and take on board officer recommendations to meet BCC Planning Policy. Please explain how your planning application will be delivered e.g. have you or will you appoint planning consultants.

For schemes without planning, it is worth exploring and stating which planning policies are relevant to your proposal, and how you envisage your scheme fitting into them. This is most useful at a local level, in relation to the LDP/DP, but could also reference national planning policies as well.

If you have submitted a planning application, please provide the description, status, granted date, expiry date.

#### 4.4 Project Programme with milestones

Please provide a current project programme that clearly sets out the following milestones:

- Pre-planning feasibility and viability sign off (if applicable),
- Planning: Pre-application, planning submission and planning approval,
- Post-planning planning feasibility and viability sign off,
- Land acquisition,
- Start on site and
- Practical Completion

This can be provided as a GANTT Chart, or as a Table like the one below:

Milestone	Target Date (Quarter/ Year)
Pre-planning feasibility and viability sign off	
Planning – pre-application submitted	
Planning – Full planning submission	
Planning - approval	
Post-planning planning feasibility and viability sign off	
Land acquisition	
Start on site	
Practical Completion	

#### 4.5 Latest funding and cost appraisal

The parties acknowledge and agree that it is condition of developing the site that the Affordable Housing Funding Policy procedures shall apply where a scheme has BCC grant. Written statement and/or spreadsheets will be accepted.

- Funding Strategy
- Confirmed and/or agreed in principle lenders
- Development viability
- Long term financial strategy

#### 4.6 Demonstrate Social Value and Community Benefit (500 words/1 side A4)

The CLH Group shall demonstrate Social Value commitments and Value for Money as part of the monitoring process.

Please use the social value tool and/or review the social value response you provided when bidding for the site.

#### 4.7 Marketing and Communications Strategy (500 words/1 side A4)

Provide a brief statement considering how and to who you would advertise properties and/or membership, how homes will be allocated.

#### 4.8 Method Statement of Compliance with Bristol City Council CLH Standards (500 words/1 side A4 per standard)

The relevant CLH standards are:

- [Governance and Finance Standards](#) and
- [Management Standards](#).

CLH groups are to demonstrate compliance with the CLH Standards in no more than 500 words/1 side A4 for each standard.

(if working with an RP then a letter of comfort from Partner RP can be used instead).

