MAYOR OF LONDON

SMALL SITES × SMALL BUILDERS

GUIDANCE FOR PROPOSALS AND SUBMISSION PROFORMA

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GUIDANCE FOR PROPOSALS

WHAT IS SMALL SITES X SMALL BUILDERS?

The Small Sites Small Builders Programme aims to:

- Bring forward small publicly-owned sites for residential-led development, in a streamlined way.

- Invigorate 'sources of supply' including small developers, small housing associations, supported and specialist housing providers and SME contractors.

It is important to review the site-specific contract and information to make sure you understand the terms and prepare your proposal accordingly. For example:

- Most sites will be offered freehold, on a conditional basis, 'subject to planning and finance', meaning full payment for the land is not made until the scheme has planning permission and development funding.

- The contract may be withdrawn if certain milestones for planning and start on site are not reached. The right to assign the lease to others will be subject to landowner approval. This is intended to discourage those with no intention to build.

- The contract will include a price adjustment mechanism whereby your financial offer for the site will be adjusted in accordance with an agreed rate upon grant of planning permission if you secure permission for more development than you originally envisaged.

- Where a landowner is seeking affordable housing, the Lease will include covenants limiting the ultimate use of the site to the planning permission and original proposal.

- The very smallest sites may be offered freehold on an unconditional basis, so full payment would be expected on completion of the sale.

How does the programme help small builders?

Sites going through the programme are offered with comprehensive and reliable due diligence and surveys. In many cases, the principal of residential development has been established with the relevant local authorities. See the site information packs for individual sites. This should help reduce uncertainty for bidders and encourage more credible proposals.

Who should bid for sites?

There are no eligibility criteria for those making proposals for sites: anyone can submit proposals for any site. We are interested in organisations who intend to deliver their proposed scheme and help build more homes for Londoners.

You should review the terms with which sites are made available.
For example, sites where affordable is required may benefit from partnership with other organisations.

Public landowners are interested in the financial offer for the site but they would also like to have a degree of confidence in the deliverability of your proposal, your track record, and your intention to build good quality homes, promptly, with innovative solutions for complex sites.

WHAT DOES THE PROCESS LOOK LIKE?

- Sites are marketed on www.london.gov.uk/smallsites
- All of the information we hold about the site will be available and generally we do not expect requests for further information. However, where bidders have specific queries, the landowner or a relevant agent will be able to assist.
- A number of sites are visible from public places. However, where this is not possible, the landowner or their agent will arrange open day visits, so get in touch if you are interested in attending.
- You should review the available sites, associated information and contractual terms, in order to prepare a good proposal.
- Proposals should be emailed to the smallsites@london.gov.uk by the advertised date and time.
- The submission requirements are set out in detail below, and selection consideration can be found in the site information pack.
- Depending on the form of sale contract chosen by the landowner, there is likely for the payment of a 10% deposit by a method that gives immediate funds on the date of signing the agreement for sale.
- Unless a site is advertised unconditionally, you will enter into an agreement for sale 'subject to planning and finance'. You will be free to seek planning permission for the scheme set out at the biding stage, and secure development finance within the contractual terms and the agreed time-scales.
- Once you have satisfied the conditions of the agreement for sale you will be granted a long lease of the site which will enable you to deliver your scheme.
- The landowner and/or the GLA will be in touch throughout the build process to get updates for publicity purposes and for monitoring and evaluation purposes.

SUBMISSION AND ASSESSMENT

When submitting a proposal for a site you must complete the proforma starting on page 11 of this document. The proforma requests key information about you and your financial offer for the site as well as high-level information about your intentions, to be submitted as a separate PDF document.

Assessment of proposals

Bidders are expected to review the site particulars and submit an application for the site in light of the information and terms stated online.

Our review of bids is intended to be efficient and proportionate to the scale of development.

We will review your application with regards to the guidance as set out in this document and the assessment criteria

The landowner is under no obligation to provide feedback on unsuccessful proposals.

Method of sale

The development land will be sold by way of blind bidding. The Landowner is seeking offers subject to planning. The purchase price will be exclusive of any VAT.

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SUBMISSION PROFORMA

YOUR INFORMATION

Site Name

Name of applicant (this should be the registered name if the applicant is a corporate entity)

Other names (if different to the registered name please list any trading names)

Address (must be the registered address if the applicant is a corporate entity)

First Line

Second Line

Town and County

Postcode

Website

Constitution - Type of organisation

Local Authority

If other, please specify:

Country of incorporation, if applicable

Company no. or CBS no if applicable

How many units do you typically build in a year?

4 to 10

Please summarise your specialism(s), if any.

Please list any health and safety accreditations you hold e.g. Safety Schemes in Procurement (SSIP) or UKAS or other equivalent national scheme, accredited independent third-party certificate of compliance with BS OHSAS 18001. Copies of any certificates will be required from preferred bidders.

Please list the types and levels of other forms of business insurance you hold. Copies of any certificates will be required from preferred bidders.

Have your received any conviction and/or enforcement notices or been placed on a debarment list in the last 3-years?

Please advise us of your nominated point of contact for this bid

Contact name

Position

Organisation

Email Address

Telephone number

PROPOSED UNITS AND TENURE

For each tenure type as defined by the Homes for Londoners: Affordable Homes Programme 2021–2026 please complete the fields below

TENURE	TOTAL HOMES IN TENURE	TOTAL HABITABLE ROOMS IN TENURE	TOTAL INTERNAL FLOORSPACE OF TENURE
London Affordable Rent			m^2
London Living Rent			m^2
Open Market Rent or Sale			m^2
Shared Ownership			m^2
Social Rent			m^2
Supported and specialised housing			m^2
Other Affordable Tenure			m^2

If applicable, please share the name and definition of your additional affordable tenure, including the source of the programme.

YOUR FINANCIAL OFFER

Your financial offer conditional on obtaining planning permission and development funding and subject to the contractual terms proposed for the site.

£ _____ (excluding VAT)

Planning Overage Adjustment Multiple

The agreement for sale contains a planning overage clause. Should you achieve a larger quantum of development through your planning consent than envisaged in your proposal, the price you pay for the land will be increased for every extra square metre of floorspace consented (NIA). Please set out how much you would pay the landowner per square metre for any additional area consented by tenure as defined in the agreement for sale:

In respect of any Private Sale Units: £ _____ per m^2

In respect of any Intermediate Units: £ _____ per m^2

In respect of any Affordable Rented Units: £ _____ per m^2

In respect of any Commercial Units: £ _____ per m^2

Key cost and value assumptions you have used to form the basis of your financial offer.

Gross Development Value £ _____

Total Construction Costs £ _____

Total Development Cost £ _____

Assumed Developer Contribution £ _____

Development Profit £ _____

Total Finance Costs £ _____

Average Interest Rate _____ %

What has been your prior experience of securing development finance? (max 250 words)

Set out your approach to funding the scheme, including indicative sources of finance and your approach to pay a deposit (dependent on agreement for sale, but usually 10%). (Letters of support and/or proof of available funding will be sought from preferred bidders.) (max 350 words)

Please state any financial risks or dependencies that could impact your ability to deliver this project. (max 250 words)

Please provide details of your solicitor and/or legal representative(s).

PROJECT PROGRAMME

Please complete the following timescales and questions to help us understand your proposed programme to deliver this project.

What timescale do you expect for each milestone to be completed? Note that these are consecutive timelines not cumulative.

Proposed timescale from selection of preferred bidder to signature of Agreement for sale: _____ weeks

Proposed timescale from signature of Agreement for sale for submission of detailed planning application: _____ weeks

Proposed timescale from planning approval to start on site: _____ weeks

Proposed timescale from start on site to first completion: _____ weeks

Proposed timescale from first completion to last completion: _____ weeks

Are there any additional Milestones that you would like to provide indicative timescales for? (Optional)

_____ _____ weeks

_____ _____ weeks

_____ _____ weeks

_____ _____ weeks

Describe your approach to obtaining planning permission, actively addressing likely issues and any intended engagement with the local planning authority, local communities and other relevant stakeholders. (max 250 words)

DELIVERY CAPACITY & RESILIENCE

Please answer the following questions to help us understand your ability to deliver this project.

Please set out details of your current delivery pipeline, and most recent completion (if applicable) including site address, number of homes, total number of habitable rooms, site area, and delivery status of each site.

How do you intend to resource and manage this project? (Please select one)

Primarily in-house delivery time

If other, please specify:

What is your approach to assembling and managing your project team, including any consultants or contractors? (max 250 words)

What is your contractor strategy and how does this support delivery timeframes you have provided? (max 250 words)

Constrained urban sites can be slow and difficult to deliver. How do you typically approach problem solving in situations to keep projects moving, and what principles guide your decision making? (max 250 words)

What are the main risks you have identified on this site, how do you plan to mitigate them to stay aligned with the delivery timeline? (max 250 words)

How have you responded to recent market challenges (e.g. inflation, finance cost rises, supply chain disruption), and what contingency plans do you now have in place as a result? (max 250 words)

Please provide a short description of three relevant project examples that your team has worked on in the past, including any challenges and how they were overcome, reference images for these projects will be requested in your proposal.

Project 1 (max 250 words)

Project 2 (max 250 words)

Project 3 (max 250 words)

YOUR REFEREE

Please provide details of a relevant referee

Contact name

Position (if applicable)

Organisation (if applicable)

Email Address

Telephone number

Can the Landowner or the GLA can contact them prior to confirming a preferred bidder.

YOUR PROPOSAL

Please respond to the following points in a single PDF document, up to 5 A4 pages in length, submitted alongside this proforma. Proposals that contain additional pages will have any pages beyond the limit removed before it is shared with the landowner.

- Include images of the relevant projects outlined above. You may also include past work of the project team you're likely to reference or draw inspiration from to help deliver your proposed scheme (particularly if you are a new organisation). Avoid repeating description and explanations already used in this proforma.

- An overview of your proposed scheme including drawings showing the proposed layout and massing of your scheme, demonstrating how you are:
  - Making the most efficient use of the site
  - Integrating the proposals with the locality
  - Overcoming constraints in innovative and creative ways

DECLARATION

By submitting a proposal;

- I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.
- I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.
- I understand that the information will be used to assess the deliverability of my proposed scheme and my organisation's suitability as a developer of the site.
- I understand that the landowner may reject this bid in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.
- I am aware of the consequences of misrepresentation.
- I am duly authorised by other Directors, Officers, Partners, Shareholders, Signatories or other relevant parties to sign this Declaration.

Name:

Official position:

Email address:

Telephone number:

Date:

Please save this completed PDF proforma file with your organisation name, and email it with a supporting PDF document, no more than 5 A4 pages in length, to smallsites@london.gov.uk clearly stating the site address in the email subject by the advertised deadline.

EQUALITY, DIVERSITY & INCLUSION MONITORING

This information is collected by the GLA Small Sites Small Builders programme. Our motivation for collecting this data is to support a data-driven diversity and inclusion strategy to be developed for the Small Sites Small Builders programme. This will support future evidence-based interventions by improving our understanding of the diversity those bidding for sites. Completion of this section is optional.

We understand the difficulty smaller organisations face collecting workforce equality data. Organisations involved in the purchase of sites are encouraged to formalise their equality policies. Mayoral guidance on how to collect, analyse and act on equalities data.

We will continue to evolve how we collect this information – therefore if you have any feedback please get in touch at smallsites@london.gov.uk or if you need further clarification on the definition of some of the ethnicity categories.

How many directors/partners/"owners" do you have?

How many employees do you have?

Please indicate how many are in each category:

CATEGORY	SUBCATEGORY	DIRECTORS / PARTNERS / 'OWNERS'	EMPLOYEES
WHITE	British, Irish, English, Scottish, Welsh, Greek or Greek Cypriot, Turkish or Turkish Cypriot and any other White background		
MIXED	White and Black Caribbean, White and Black African, White and Asian, Black and Asian, Black and Chinese, Black and White or any other Mixed background		
ASIAN OR ASIAN BRITISH	Indian or British Indian, Pakistani or British Pakistani, Bangladeshi or British Bangladeshi, Other Asian and British Asian, Mixed Asian.		

CATEGORY	SUBCATEGORY	DIRECTORS / PARTNERS / 'OWNERS'	EMPLOYEES
BLACK OR BLACK BRITISH	Caribbean, African, other Black and Black British, Mixed Black		
OTHER ETHNIC GROUPS	Chinese		
	Middle Eastern		
	Arabian		
	Any other ethnic group		

CATEGORY	SUBCATEGORY	DIRECTORS / PARTNERS / 'OWNERS'	EMPLOYEES
GENDER	Female		
	Male		
	Non-Binary		

CATEGORY	SUBCATEGORY	DIRECTORS / PARTNERS / 'OWNERS'	EMPLOYEES
SEXUAL ORIENTATION	LGBTQ+ (Lesbian, Gay, Bisexual, Transgender +)		

As defined by the Equality Act 2010, a person is considered to have a disability if they have "a physical or mental impairment that has a substantial and long-term adverse effect upon their ability to carry out normal day-to-day activities".

DISABILITY	DIRECTORS / PARTNERS / 'OWNERS'	EMPLOYEES
How many consider that they have a disability?		

FEEDBACK FOR SMALL SITES SMALL BUILDERS PROGRAMME

This section of the proforma is not a scored element of your bid but is an opportunity for bidders to provide feedback to help us target future resource.

How did you find out about this opportunity

Other GLA communication

Future site requirements - what are you looking for in terms of units per site over the next 3 years?

Geographic areas of interest

West London

How could Small Sites Small Builders further support SME homebuilders in London?

How could the bidding process be improved?

Is there any site information that you think is lacking from the pack provided?

Any further feedback for Small Sites Small Builders or insights into the SME homebuilders market in London.