MAYOR OF LONDON

SMALL SITES

×

SMALL BUILDERS

GUIDANCE FOR PROPOSALS AND SUBMISSION PROFORMA

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Greater London Authority
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HM Government

LEAP
The Local Enterprise Partnership for London

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WHAT IS SMALL SITES × 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 new and emerging 'sources of supply' including small developers, small housing associations, and community-led housing organisations.**

What's on offer for small builders?

Sites going through the programme are offered with comprehensive professional due diligence and surveys as information to bidders. 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.

Sites will be available with clear, standardised, site-specific contractual terms which have been developed specifically for this programme. This should allow for easy comparison between sites and minimise lengthy negotiations.

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 leasehold, 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- The Agreement to Lease and the Lease may be withdrawn if certain milestones for planning and start on site are not reached.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 Agreement to Lease 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.

Who should bid for sites?

We welcome small innovative developers, addressing challenging sites, with creativity and a desire to deliver new homes. We also welcome a range of new entrants to the market, community land trusts, co-operatives, co-housing groups, and custom/self-builders, as well as registered providers who may be looking to develop new housing.

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 and/or community-led housing are 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 and your intention to build good quality homes, promptly, with innovative solutions for complex sites.

SUBMISSION AND ASSESSMENT PROCESS

What will 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 site-specific address online by the advertised date and time.
- The submission requirements and selection considerations are set out in detail below.
- Unless a site is advertised unconditionally, you will enter into an agreement to lease 'subject to planning and finance'. You will be free to seek planning permission and secure development finance within the contractual terms and the agreed timescales.
- Once you have satisfied the conditions of the agreement to lease you will be granted a long lease of the site which will enable you to deliver your scheme.
- The landowner and/or the GLA may be in touch occasionally to get updates for publicity purposes and for monitoring and evaluation purposes.

What to submit?

When submitting a proposal for a site you must complete the proforma at the end 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 Harrow's Bidding Guidance document.

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

Method of sale

The development land will be sold by way of informal tender. The London Borough of Harrow are seeking conditional offers subject to planning and finance. The purchase price will be exclusive of any VAT.

TINTAGEL DRIVE

SUBMISSION PROFORMA

Land at Tintagel Drive, Stanmore, HA7 4SR

YOUR INFORMATION

Full name of Bidder:

_____

Registered office address:

_____

Key contact name:

_____

Telephone number:

_____

Email Address:

_____

Website:

_____

Trading Status:

or please specify _____

Company registration number:

_____

Charity registration number:

_____

Date of registration (if applicable):

_____

Registered VAT number:

_____

Please briefly describe your **aims and approach** including governance arrangements, particularly if you are a social enterprise, non-profit, or community-led organisation

Please state **the proposed legal structure** if you are bidding in collaboration with other organisations and intend to form a named single legal entity prior to signing a contract. If you do not propose to form a single legal entity please explain the legal structure:

How many units do you typically build in a year?

Summarise your approach to construction, including an estimate of local jobs and/or training opportunities created as a result of this project, if you can:

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 insurance** you hold.

Have you or your organisation ever had any convictions and/or enforcement notices?

Yes ☐

No ☐

Please list any convictions and/or enforcement notices that have been received within the last 3 years:

DATE	DETAILS OF CONVICTION(S)	ACTION TAKEN TO REMEDY THE ISSUE AND ACTIONS TO PREVENT RECURRENCE

It is your responsibility to inform us if any of this information changes.

YOUR FINANCIAL OFFER

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

£ **(excl. VAT)**

Planning Overage Adjustment Multiple

The agreement to lease 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 sqft of floorspace consented (NIA). Please set out how much you would pay the landowner per sqft for any additional area consented by tenure as defined in the contract:

(a) in respect of any Private Sale Units: **£** **per square foot**

(b) in respect of any Intermediate Units: **£** **per square foot**

(c) in respect of any Affordable Rented Units: **£** **per square foot**

(d) in respect of any Commercial Units: **£** **per square foot**

Proposed timescale to exchange of Agreement to Lease: **weeks**

Proposed timescale for submission of detailed planning application: **weeks**

Proposed timescale to completion of the lease: **weeks**

YOUR PROPOSAL

Please respond to the following points in a single pdf document, up to 15 A4 pages in length, submitted alongside this proforma.

- A summary of **relevant past projects** you have delivered. You may include images and a description of how you overcame challenges. You may also include past work of the project team you're likely to engage to deliver your proposed scheme (particularly if you are a new organisation).

- An **overview of your proposed scheme** including:
  - The anticipated number of residential units and associated square feet/ metres of development, broken down by tenure as follows: Private Sale Units, Affordable Rented Units, Intermediate Units, Non-residential Units.
  - 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

- Describe your apporach to **obtaining planning permission**, actively addressing likely issues and any intended engagement with the local planning authority, local communities and other stakeholders.

- Set out your **project management structure** showing any consultants and contractors involved in the delivery of the scheme.

- Set out your **project programme**, showing credible timescales for key stages of planning, construction and completion.

- Set out the **key project risks**, and tangible and practical actions that can be undertaken to mitigate those risks.

- Set out your **approach to funding** the scheme, including indicative sources of finance. Letters of support and/or proof of available funding will be sought from preferred bidders.

- List the **key cost and value assumptions** you have used to form the basis of your financial offer.
  - Total Scheme Revenue
  - Total Scheme Costs (excluding net residual land price, but including acquisition costs)
  - Total Developer Returns
  - Total Finance Costs
  - Average Finance Rate

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.**

Name:

_____

Position:

_____

Date

Please save this completed pdf proforma file with your organisation name, and email it with a supporting pdf document, up to 15 A4 pages in length, to smallsites@london.gov.uk clearly stating the site address in the email subject by the advertised date.