



NPA/23/001

Dartmoor National Park Authority

6 January 2023

Appointment of Independent Person

Report of the Monitoring Officer

Recommendation: That Corinne Farrell be appointed as an Independent Person of the Authority effective from 6 January 2023

1 Introduction

1.1 Members will be aware that the Localism Act 2011 set out a framework for standards matters in local authorities in England & Wales. Section 28(7) of the Localism Act provides that every local authority (which includes a National Park Authority) shall appoint at least one “independent person”.

1.2 Section 28(8) provides that for the purposes of subsection (7) :

- (a) a person is **not** independent if the person is-
 - (i) a member, co-opted member or officer of the authority;
 - (ii) a member, co-opted member or officer of a parish council of which the authority is the principal authority; or
 - (iii) a relative, or close friend, of a person within sub-paragraph (i) or (ii).
- (b) a person may **not** be appointed under the provision required by subsection (7) if at any time during the five years ending with the appointment the person was:
 - (i) a member, co-opted member or officer of the authority; or
 - (ii) a member, co-opted member or officer of a parish council of which the authority is the principal authority.

2 Person Specification

2.1 The person specification for the role of Independent Person (Appendix 1) was used as the basis for the recruitment and selection process.

3 Recruitment

3.1 A press advert was placed in the Mid Devon Advertiser, Tavistock Times and Okehampton Times in October 2022, supported by online and social media promotion. The advertisement cost was £1326.00.

3.2 We received seven applications and invited all applicants to formal interviews that took place at Parke, Bovey Tracey on Monday 11 December 2022. Two of the interviews took place remotely (via MS Teams).

3.3 The interviews were conducted by:

Neil White, Head of Organisational Development & Monitoring Officer
Sally Morgan, DNPA Member (Chair of Audit & Governance Committee and Standards Sub-Committee)

4 The Candidate

4.1 Corinne Farrell has spent most of her career working in the public sector working at a senior level in corporate communications and public relations. Ms Farrell was previously a member of the standards committee of Plymouth City Council.

4.2 At interview, Ms Farrell evidenced a clear appreciation and understanding of the Nolan principles as well as extensive experience in dealing with ethical or conduct issues and questions of probity. Ms Farrell also demonstrated the key attributes and qualities of an effective Independent Person.

5 Recommendation

5.1 Ms Farrell is believed to be highly suitable for the role of Independent Person. It is recommended that she is appointed as the Authority's Independent Person effective from 6 January 2023. The appointment is for an initial period of three years.

5.2 Members will be aware that the Authority appoints two Independent Persons and Ms Farrell will work alongside our existing Independent Person, Mrs Catherine Shewan.

6 Financial Implications

6.1 The press advert cost £1326.00. Apart from officer and Member time, there were no other costs incurred in the recruitment and appointment process.

6.2 Each Independent Person is entitled to receive an allowance of £217.00 per annum together with reasonable travelling expenses at £0.45 a mile.

7 Equality and Sustainability Impact

7.1 An effective standards regime will help ensure that Members, officers and the public are treated fairly, openly and with respect. Independent monitoring of conduct, governance and transparency will help promote equality, prevent discrimination and achieve respect for diversity.

NEIL WHITE

Attachments: Appendix 1 – Independent Person Specification

2023 01 06 NW Appointment of Independent Person



INDEPENDENT PERSON SPECIFICATION

	Essential	Desirable
Qualifications: <ul style="list-style-type: none"> • No specific qualification or background is required 		
Knowledge and Skills <ul style="list-style-type: none"> • Good listening and questioning skills • Inquisitive, open-minded and non-judgemental • Capable of being assertive • Able to read and write in clear English • Able to communicate by email • Some understanding of the work of Dartmoor National Park Authority 	✓ ✓ ✓ ✓ ✓	✓
Experience: <ul style="list-style-type: none"> • Some experience of report-writing • Some experience of working on a committee, working group, steering group or similar collective body • Involvement in a regulatory area of activity • Dealing with complaints, probity or ethical issues • weighing evidence and assessing against criteria 	✓ ✓	✓ ✓ ✓
Competencies: <ul style="list-style-type: none"> • Trustworthy and dependable • A person in whose impartiality and integrity the public can have confidence • Able to build good working relationships with Officers and Members 	✓ ✓ ✓	
Other Requirements: <ul style="list-style-type: none"> • Able to attend programme of meetings at Parke (<i>normally six Fridays per annum @10am</i>) and commit preparation time for each meeting • Willing to attend ad hoc meetings if required • Must not be disqualified from standing for election as a councillor * (<i>i.e., been adjudged bankrupt or been sentenced to a term of imprisonment for a period of not less than three months in the past five years.</i>) 	✓ ✓ ✓	

<ul style="list-style-type: none"> • Must not be actively engaged in party political activity • Has not been a member or officer of the Authority or a parish council within Dartmoor National Park in the previous 5 years • Must not be related to, or a close friend of, any Member or Officer of the Authority • Willing to enter into a formal written undertaking to observe the DNPA Code of Conduct for Members • Willing to make a Declaration of Financial and Other Interests to be recorded on a public register as required by the Code of Conduct. 	✓ ✓ ✓ ✓ ✓	
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NPA/23/002

Dartmoor National Park Authority

6 January 2023

Fees and Charges 2023/24

Report of the Head of Business Support

Recommendation: That subject to any amendments proposed at the meeting, Members

- (i) approve the recommendations made in section 3 of this report; and
- (ii) approve the 2023/24 schedule of fees and charges as set out in Appendix 2

1 Background

1.1 The Authority is responsible for a number of services for which fees are permitted to be charged in order to offset the costs involved. The Government requires that Local Authorities should raise revenue wherever possible to cover costs, which means that fees and charges (which include suggested donations) are reviewed and approved on an annual basis.

2 Current Situation

2.1 The Authority needs to consider the fees and charges for each financial year during the budget setting process. Whilst many are not a major source of income, they do contribute to meeting the costs of delivering some services. The charges applied may be the difference between providing a service and having to withdraw it altogether.

2.2 The fees and charges for the current year were approved by the Authority in February 2020 (NPA/20/002). Changes made for the 2020/21 financial year included the increase to car park charges. However, these have yet to be implemented as the Authority delayed until the traffic regulation order was completed.

3 Fees and charges for 2023/24

3.1 The proposed schedule of fees and charges for 2023/24 can be found at Appendix 2. Many of the fees and charges often remain unchanged for several years at a time as they are individually so small, increasing them annually by just inflation for instance, would be inefficient. However, due to the significant rise in inflation, a full review has been undertaken by staff.

- 3.2 Members are aware that pre applications have been suspended, due to the implementation of the new planning system, but once these are resumed the new fees for 2023/24 will be as per Appendix 2. The fee increases bring our charges in line with other local Authorities.
- 3.3 It should be noted that this report does not include Planning Application Fees as these are set centrally by Government.
- 3.4 The proposed new fee for photocopying is necessary due to the increased cost for paper and brings our charges in line with those set by other local Authorities.
- 3.5 The meeting room hire charges increase reflect the inflationary costs borne by the Authority, for example utilities.
- 3.6 It is proposed that Ranger Ralph charges are increased to £12, which equates to £1 per month. The Authority is always mindful that the fee is affordable and inclusive for all and deems the increase still meets this priority. Junior and Youth Ranger fees have also been increased.
- 3.7 As mentioned previously, car parking fees are set to increase and be implemented. Having reviewed these fees, the Authority is proposing a further increase as set out in Appendix 2. There is a difficult balance to be struck between providing access and facilities (which costs money) with not putting barriers in place that might prevent that access. Car parking charges are currently the only fee income that does and can provide the Authority with significant additional income. Costs to maintain our car parks are significant and will continue to rise due to inflation affecting these costs. It should be noted that, unlike the other fees and charges which will come into force from 1st April 2023, the car park charges will become effective after advertising (before April 2023).

4 Financial Implications

- 4.1 Most of the Authority's fees and charges (excluding planning fees) are not a major income source for the Authority and the income forecast for the end of the current financial year is likely to be circa £95,000, which is approximately £18,000 less than 2021/22, as per Appendix 1. However, car parking charges are providing a fairly substantial and stable income source, which is used to maintain the infrastructure that provides accessibility for the public, and with the new traffic regulation order in place this will continue.
- 4.2 The schedule of fees and charges will be incorporated into the 2023/24 Revenue Budget, which will be presented for approval by the Authority in March.

5 Equality and Impact Assessment

- 5.1 The implications for access to services and the economy of the area are fully considered and addressed in all of the Authority's policies, especially when considering charging for services. Consideration is given to proactively engaging

those who may not otherwise access Dartmoor, being mindful of potential barriers and balancing the need to generate income and maintaining budgets that are flexible and responsive to the needs of service users.

ANGELA STIRLAND

Background Papers: NPA/20/002

Attachments: Appendix 1 - Income to date for 2022/23
Appendix 2 - Proposed fees and charges 2023/24

20230106 AS Fees and Charges 2023/24

Fees and Charges	2021/22 Outturn	2022/23 Budget	2022/23 Actual at Month 7	2022/23 Forecast Outturn	
	£	£	£	£	
Pre Application Advice	(11,579)	(12,000)	(3,646)	(3,646)	Pre-app service suspended
Filming	(7,490)	0	(4,250)	(7,300)	
Room Hire & refreshments (Parke)	(80)	0	(149)	(250)	
DHFP Membership fees	(1,383)	0	(1,433)	(1,433)	
Photocopying	(34)	0	(8)	(30)	
Education Guided Walks	0	(250)	(500)	(500)	
Education Events	(550)	0	(580)	(580)	
Education Walks	(2,910)	(2,000)	(2,445)	(3,000)	
Ranger Ralph	(1,010)	(750)	(500)	(850)	
Junior Ranger programme	0	(500)	0	0	
Donations	(3,193)	0	(154)	(300)	
Car Parking:					
Princetown	(26,372)	(29,800)	(13,519)	(23,200)	
Haytor Upper	(5,109)	(6,000)	(3,930)	(6,700)	
Haytor Lower	(16,091)	(18,200)	(8,724)	(15,000)	
Postbridge	(16,339)	(18,400)	(8,825)	(15,100)	
Meldon	(20,297)	(22,600)	(9,786)	(16,800)	
Total	(112,437)	(110,500)	(58,449)	(94,689)	

**DARTMOOR NATIONAL PARK AUTHORITY
FEES AND CHARGES 2022/23**

Appendix 2 to report NPA/23/002

Description of Charges Levied (or Donations suggested)	Unit	2022/23 Rates (VAT @ 20%) £			2023/24 Rates (VAT @ 20%) £		
		NET (£)	VAT (£)	GROSS (£)	NET (£)	VAT (£)	GROSS (£)
Administration							
Photocopying - Black and White	A4 per side	0.25	0.05	0.30	0.33	0.07	0.40
(charges for sizes over A3 as for plans below)	A3 per side	0.25	0.05	0.30	0.33	0.07	0.40
Photocopying - Colour	A4 per side	0.38	0.08	0.45	0.42	0.08	0.50
(charges for sizes over A3 as for plans below)	A3 per side	0.38	0.08	0.45	0.42	0.08	0.50
Plan Copying – Colour (subject to copyright)	A4 per side	0.38	0.08	0.45	0.42	0.08	0.50
	A3 per side	0.38	0.08	0.45	0.83	0.17	1.00
	A2 per side	0.67	0.13	0.80	2.50	0.50	3.00
	A1 per side	1.17	0.23	1.40	4.17	0.83	5.00
	A0 per side	2.17	0.43	2.60	5.83	1.17	7.00
<i>NB: Copying charges that total less than £1 will be waived</i>							
Microfilm Copying		As photocopying			As photocopying		
Private Telephone Calls		Actual time			Actual time		
Private Faxes		Actual time			Actual time		
Development Management							
Planning Application Fees							
Pre Application Fees:							
Class A: Residential between 31-149 dwellings / Non-residential floor space 5,000-9,999 sq.m - 1 meeting		550.00	110.00	660.00	600.00	120.00	720.00
Class A: Additional meeting fee		275.00	55.00	330.00	300.00	60.00	360.00
Class B: Residential between 10-30 dwellings / Non-residential floor space 1,000-4,999 sq.m - 1 meeting		366.67	73.33	440.00	400.00	80.00	480.00
Class B: Additional meeting fee		183.33	36.67	220.00	200.00	40.00	240.00
Class C: Residential (including holiday lets) between 3-9 dwellings / Non-residential floor space 500-999 sq.m - 1 meeting		275.00	55.00	330.00	300.00	60.00	360.00
Class C: Additional meeting fee		137.50	27.50	165.00	150.00	30.00	180.00
Class D: Residential 1-2 dwellings (including replacement dwellings) including change of use to, conversion & holiday lets / Non-residential floor space up to 499 sq.m - 1 meeting		137.50	27.50	165.00	150.00	30.00	180.00
Class D: Additional meeting fee		45.83	9.17	55.00	50.00	10.00	60.00
Class E: Advertisements / telecommunications proposals/ Change of use where no operational development (except residential / holiday let) - 1 meeting		91.67	18.33	110.00	150.00	30.00	180.00
Class F: Listed Building where site visit involved		108.33	21.67	130.00	150.00	30.00	180.00
Class F: Additional meeting fee		54.17	10.83	65.00	75.00	15.00	90.00
Class G: Other minor development including agricultural based development - 1 meeting		70.83	14.17	85.00	83.33	16.67	100.00
Class G: Additional meeting fee		37.50	7.50	45.00	41.67	8.33	50.00
Class H: Domestic Scale Renewable energy - solar, wind, hydro Free unless site visit required		108.33	21.67	130.00	150.00	30.00	180.00
Class H: Non Domestic Scale Renewable energy - solar, wind, hydro		137.50	27.50	165.00	166.67	33.33	200.00
Class H: Additional meeting fee		45.83	9.17	55.00	50.00	10.00	60.00
Copy of Section 52/106 Agreement							
Copy of Decision Notice							
Copy of Enforcement Notice							
Copy of Appeal Decisions							
Copy of Appeal Statement							
Copy of Tree Preservation Order							
Planning Search		10.00	2.00	12.00	12.50	2.50	15.00
		Charge per page in scale of photocopying charges above subject to maximum charge of £10.00 (inc VAT)			Charge per page in scale of photocopying charges above subject to maximum charge of £15.00 (inc VAT)		

**DARTMOOR NATIONAL PARK AUTHORITY
FEES AND CHARGES 2022/23**

Description of Charges Levied (or Donations suggested)		Unit	2022/23 Rates (VAT @ 20%) £			2023/24 Rates (VAT @ 20%) £		
All postal requests carry a minimum £2 postage/administration charge. Actual postage will be charged if in excess of £2			1.67	0.33	2.00	1.67	0.33	2.00
Agenda – Copies of Minutes/Reports/One off requests			Charge per page (inc VAT)			Charge per page (inc VAT)		
Meeting Room Hire			NET (£)	VAT (£)	GROSS (£)	NET (£)	VAT (£)	GROSS (£)
Parke								
Meeting Room	Half Day (up to 4 hrs)		80.00	EXE	80.00	100.00	EXE	100.00
	All Day (over 4 hrs)		160.00	EXE	160.00	200.00	EXE	200.00
	Refreshments per delegate:							
	1st serving		1.92	0.38	2.30			
	2nd serving		1.33	0.27	1.60			
Cancellation charges	Notice of cancellation of 48 hours or more		No Charge			No Charge		
	Notice of cancellation 24 to 48 hours		50% Charge			50% Charge		
	Notice of cancellation less than 24 hours		Full Charge			Full Charge		
Car Parking at Princetown, Haytor Upper and Lower, Postbridge, Meldon.			NET (£)	VAT (£)	GROSS (£)	NET (£)	VAT (£)	GROSS (£)
Cars - Per Day (24 hours)			2.50	0.50	3.00	4.17	0.83	5.00
Cars - Per half Day (up to 3 hours)			1.67	0.33	2.00	2.50	0.50	3.00
Blue Badge Holders			1.67	0.33	2.00	2.50	0.50	3.00
Coaches - Per Day			4.17	0.83	5.00	8.33	1.67	10.00
Guided Walks and Education Walks			NET (£)	VAT (£)	GROSS (£)	NET (£)	VAT (£)	GROSS (£)
Walks, Talks and Activities	Guided Walks (Adult)		6.00	EXE	6.00	Various charges, which will be informed by the organiser prior to the event		
	Guided Walks (14 years & under)		FREE OF CHARGE					
	Children Activities - (accompanying adult free)		5.00	EXE	5.00			
	Private talks - Higher Uppacott - per group (max 20)		60.00	EXE	60.00			
Education Walks	Walks up to 3 hours (per guide = 25 children)		60.00	EXE	60.00	60.00	EXE	60.00
	Walks up to 6 hours (per guide = 25 children)		75.00	EXE	75.00	75.00	EXE	75.00
Ranger Ralph	Annual subscription (per child)		10.00	ZERO	10.00	12.00	ZERO	12.00
	Events		FREE OF CHARGE			FREE OF CHARGE		
Junior Ranger Programme	Annual subscription (per child)		25.00	ZERO	25.00	30.00	ZERO	30.00
Youth Ranger Programme	Annual subscription		50.00	ZERO	50.00	60.00	ZERO	60.00
Higher Uppacott	Bespoke Events		Delegated to Director of Conservation and Communities			Delegated to Director of Conservation and Communities		
Legal Services			NET (£)	VAT (£)	GROSS (£)	NET (£)	VAT (£)	GROSS (£)
Public Path Orders:			See Below			See Below		
Public path orders: Advertisements x 2 Preparing order, all officer time, administration, postage, legal costs, site visits, notices, negotiations with users etc.	Per advert		£1,000.00 plus advertising costs (plus VAT)			£1,000.00 plus advertising costs (plus VAT)		
	Unopposed orders		£400.00 plus advertising costs (plus VAT)			£400.00 plus advertising costs (plus VAT)		
	Additional orders linked to above		£2,000 - £3,000 plus advertising costs (plus VAT)			£2,000 - £3,000 plus advertising costs (plus VAT)		
	Opposed orders		£600.00 plus advertising costs (plus VAT)			£600.00 plus advertising costs (plus VAT)		
	Temporary closures		£60 per hour + Advertising costs + VAT (minimum charge £500)			£60 per hour + Advertising costs + VAT (minimum charge £500)		
	Extending a Temporary closure & submission to Secretary of State							

**DARTMOOR NATIONAL PARK AUTHORITY
FEES AND CHARGES 2022/23**

Description of Charges Levied (or Donations suggested)	Unit
	Informal Consultations (includes consulting with interested parties, summarising responses and Authority Report)
Legal charges	Per hour
Copy / Inspection of Deeds or Documents (held in secure storage)	Per document
Section 106 agreements	Per hour
Certification of a document	Per document
Supply data to:	Non Public Body
Environmental Information Regulations	
Disbursement Costs:	
Photocopying - Black and White (charges for sizes over A3 as for plans below)	A4 per side A3 per side
Photocopying - Colour (charges for sizes over A3 as for plans below)	A4 per side A3 per side
Plan Copying – Colour (subject to copyright)	A4 per side A3 per side A2 per side A1 per side A0 per side
Microfilm Copying	
Staff Time: For every members of staff or agency staff involved in considering or dealing with a request for information	Search for Information. Identification & location of information. Retrieval of information. Copying of information. Collating & despatching of information.
Filming on DNP Land (owned or managed)	
Feature films	
TV Feature / Mini series / Drama	
TV Documentary / Children's	
Advertising / Promotional	
Commercial Photo Shoot	
National Park staff time	
Aerial Footage (including stock footage)	
News, current affairs or educational / schools	
Officer support for Filming and / or Event Management	
National Park staff time	
Miscellaneous	
Closure of car parks for filming, large scale or other events (minimum charge)	Low season (1 Nov - 31 March) High season (1 April - 31 Oct)
Creation of maps for external bodies (GIS)	Fixed cost based on half day Hourly rate above half day
Gateway Repair	Per Gateway (per hour - minimum 2hrs) Drilling/Gluing per fixing Fittings
Gateposts	Repair per post - or individually priced Replacement - plus cost of commercially sourced post

2022/23 Rates (VAT @ 20%) £		
400	80	480
80-140	OOS	80-140
37.50	7.50	45.00
Not applicable - service provided by DCC		
4.17	0.83	5.00
40.00	8.00	48.00
NET (£)	VAT (£)	GROSS (£)
0.25	0.05	0.30
0.25	0.05	0.30
0.38	0.08	0.45
0.38	0.08	0.45
0.38	0.08	0.45
0.38	0.08	0.45
0.67	0.13	0.80
1.17	0.23	1.40
2.17	0.43	2.60
As photocopying £25 per hour (pro rata)		
VAT will only be charged if the information could Be obtained elsewhere		
NET (£)	VAT (£)	GROSS (£)
From £2,500 plus VAT		
From £500 to £1,500 plus VAT		
From £250 to £1,000 plus VAT		
£,1.200 plus VAT		
From £1,000 to £2,000 plus VAT		
£60 per hour / £360 per day plus VAT		
Price on application		
Free of charge		
NET (£)	VAT (£)	GROSS (£)
£60 per hour / £360 per day plus VAT		
NET (£)	VAT (£)	GROSS (£)
150.00	30.00	180.00
300.00	60.00	360.00
41.67	8.33	50.00
16.67	3.33	20.00
45.00	9.00	54.00
20.00	4.00	24.00
6.00	1.20	7.20
75.00	15.00	90.00
75.00	15.00	90.00

2023/24 Rates (VAT @ 20%) £		
400	80	480
80-140	OOS	80-140
37.50	7.50	45.00
Not applicable - service provided by DCC		
4.17	0.83	5.00
40.00	8.00	48.00
NET (£)	VAT (£)	GROSS (£)
0.33	0.07	0.40
0.33	0.07	0.40
0.42	0.08	0.50
0.42	0.08	0.50
0.42	0.08	0.50
0.83	0.17	1.00
2.50	0.50	3.00
4.17	0.83	5.00
5.83	1.17	7.00
As photocopying £25 per hour (pro rata)		
VAT will only be charged if the information could Be obtained elsewhere		
NET (£)	VAT (£)	GROSS (£)
From £2,500 plus VAT		
From £500 to £1,500 plus VAT		
From £250 to £1,000 plus VAT		
£,1.200 plus VAT		
From £1,000 to £2,000 plus VAT		
£60 per hour / £360 per day plus VAT		
Price on application		
Free of charge		
NET (£)	VAT (£)	GROSS (£)
£60 per hour / £360 per day plus VAT		
NET (£)	VAT (£)	GROSS (£)
150.00	30.00	180.00
300.00	60.00	360.00
41.67	8.33	50.00
16.67	3.33	20.00
45.00	9.00	54.00
20.00	4.00	24.00
6.00	1.20	7.20
75.00	15.00	90.00
75.00	15.00	90.00

**DARTMOOR NATIONAL PARK AUTHORITY
FEES AND CHARGES 2022/23**

Description of Charges Levied (or Donations suggested)	Unit	2022/23 Rates (VAT @ 20%) £			2023/24 Rates (VAT @ 20%) £		
Dartmoor Hill Farm Project Membership Scheme		50.00	10.00	60.00	50.00	10.00	60.00
Conservation Works Team - staff time		£60 per hour			£60 per hour		



NPA/23/003

Dartmoor National Park Authority

6 January 2023

Risk Management Review

Report of the Head of Business Support

Recommendation: That Members:

- (i) note the content of the report; and
- (ii) endorse the Risk Management Policy attached at Appendix 1

1 Background

1.1 The approval of the previous Risk Management Policy was on 17 May 2013.

1.2 The risk management strategy for the Authority entails four major components:

- Risk Management Policy
- Roles and Responsibilities of officers and Members
- Strategic Risk Register
- Embedded risk management within services

1.3 It is commonly perceived that risk management is about producing risk registers and can be seen as bureaucratic. The formal recording of risk management information is clearly important, but equally important are the discussions and dialogues that take place about risks across all areas – from the individual to the organisational.

2 Review of Risk Management Policy

2.1 During the audit of the Statement of Accounts 2020-21, the Authority's external Auditors, Grant Thornton, raised the issue regarding the review of the Risk Management Policy being overdue.

2.2 The Authority agreed with the Auditors that a review would be undertaken, which has now been conducted. The policy has been completely rewritten, to bring it in line with recognised authority Risk Management Policies. This new policy can be found attached at Appendix 1.

2.3 The policy details areas such as the purpose of the policy, the principles, roles and responsibilities, the risk register management process, identification, evaluation and monitoring.

2.4 One area of notable change is how the Authority will report the identified risks within the Strategic Risk Register going forward. This brings consistency for reporting, as the RAG rating is similar to that used in the Health and Safety Risk Assessment.

3 Equality and Sustainability Impact

3.1 The Authority seeks to treat all people equally, honestly and fairly in any, or all of its business activity, including partners, visitors, suppliers, contractors, service users and employees when setting or reviewing its Governance arrangements including risk.

4 Financial Implications

4.1 The new risk policy has no significant financial implications.

5 Conclusion

5.1 The Authority has a robust and well-established process for the identification and management of risk at both the operational and strategic levels in the organisation, but the production of the new policy has been undertaken to assist all at the Authority.

ANGELA STIRLAND

Background Papers: NPA/AG/13/013

Attachments: Appendix 1 – Risk Management Policy Statement

20230106 AS Risk Management Review



Dartmoor National Park Authority

RISK MANAGEMENT POLICY

1. Dartmoor National Park Authority is committed to an effective process of business risk management and has a requirement to maintain and keep under review adequate arrangements for managing those risks which threaten the Authority's ability to deliver services in the most efficient, effective, and economic way, and to achieve value for money. The Authority therefore needs to ensure that a process exists for identifying, analysing, and managing any risk or threat to the organisation or its resources, including ensuring that those resources are protected from the risk of loss, damage, or misuse.
2. The purpose of risk management is to increase the likelihood that the Authority will achieve its key objectives, as set out in the Business Plan, whilst avoiding financial loss, damage to service reputation, or prejudice to continued effective service provision. This involves systematically:
 - identifying risks
 - evaluating exposure to the risks identified
 - assessing the control measures in place to deal with the risks; and
 - managing those risks in a planned way
3. Risk management has the following aims:
 - protect service delivery and its quality
 - protect the reputation and image of the organisation
 - ensure the security of the organisation
 - secure earning capacity and funding
 - secure the wellbeing of employees and service users
 - ensure the integrity and resilience of information systems
 - ensure probity and ethical conduct
 - avoid criminal prosecution and civil litigation
 - avoid financial loss, fraud, or corruption
 - inform and enhance performance management
4. Risk management is the responsibility of the Chief Executive and of the whole Membership of the Authority, who together have a responsibility to maintain a sound system of internal control that supports the achievement of the Authority's policies, aims and objectives, and to exercise strong stewardship to safeguard public funds and assets. Each year the Chief Executive and the Chairman are required to make an **Annual Governance Statement**, which forms part of the public reporting process alongside the annual accounts. The Audit & Governance Committee also has an important role to play in risk management, as set out in paragraph 11.

RISK MANAGEMENT PRINCIPLES

5. This policy outlines the key aspects of the risk management process, which are:
 - Roles and responsibilities
 - Organisational structure
 - Risk identification and evaluation
 - Recording and monitoring
 - Awareness and training; and
 - Evaluation of the effectiveness of risk management arrangements
6. Risk management must operate throughout the organisation, and be embedded in processes such as business planning, target setting, performance management and staff appraisal. The extent to which this is achieved will be monitored under the evaluation arrangements described in this policy.
7. All reports to the Authority or its committees will include a section which summarises the main risks associated with the subject matter of the report, **but only wherever a material risk is associated with the content of that report.**
8. The objective of risk management is not to eliminate risk, but to reduce it to an acceptable and cost-effective level. The approach to managing any particular risk may be (or include elements of) acceptance, reduction, elimination, or transfer of the risk. This is arrived at by the application of the manager's knowledge and expertise, and by determining the level of risk which is acceptable in meeting the organisation's business objectives. The Chief Executive and Members should be comfortable that their assessment of the acceptance of residual risk aligns with the manager's evaluation.
9. Whilst managers evaluate controls through a process of self-assessment, the organisation also has a number of assurance activities and providers, which give independent assurance upon the effectiveness and on-going evaluation of the internal control environment, including:
 - External Audit
 - Internal Audit
 - the Audit & Governance Committee.
 - inspections relating to various health and safety matters, including our premises, for example fire safety

ROLES AND RESPONSIBILITIES

10. Overall responsibility for risk management rests with the Authority and with the Chief Executive.
11. The Authority has delegated to its Audit & Governance Committee specific roles in relation to the monitoring and review of the effectiveness of the system of internal controls. In particular, the Audit & Governance Committee has been designated as a forum to review the adequacy of the arrangements for corporate governance and risk management. The Audit & Governance Committee also considers the annual internal and external audit plans (and any audit reports deriving from these) and seeks to ensure that they constitute an adequate programme, which addresses most of the main risks facing the organisation.

12. At Senior Officer level, the Monitoring Officer is designated as the officer who will lead on issues of corporate governance, and the Head of Business Support on risk management, both posts providing advice arising from actions to minimise risks. They will work closely together to achieve co-ordination of these key corporate processes.
13. The Leadership Team (LT) is responsible for implementing this policy, and for:
 - compiling and maintaining the Authority's Strategic Risk Register
 - identifying and evaluating new risks
 - encouraging good practice and a culture of risk management throughout the organisation
14. Line Managers also have a vital role to play, both in identifying and managing risks within their sphere of responsibility, and in contributing to the process of risk management for the organisation.
15. Finally, all staff need to be aware of the risk management approach and processes at an operational level, so that they can contribute their own ideas and experience to the process of identifying and managing risk.

RISK REGISTERS AND THE RISK MANAGEMENT PROCESS

16. Risk registers provide a structured approach to:
 - identifying the risks that may stop the Authority from achieving its objectives
 - assessing the probability and impact of those risks
 - agreeing preventative or remedial actions to ensure that such risks are reduced to an acceptable level
17. Risk registers help managers and other officers to understand the concepts around risk management and to see the links to service delivery, and to individual performance management objectives. They also provide a focus for managers to discuss their concerns in delivering service objectives and how specific risks can be overcome.
18. The Authority's Risk Management process is structured hierarchically and in a way that demonstrates:
 - to our 'Business Plan' audience that we are aware of, and have plans to manage, the risks that could otherwise undermine the delivery of our business priorities
 - to Audit & Governance Committee members that we have an active process of identifying and managing 'higher level' or strategic risks (a **Strategic Risk Register**).
 - to other 'specialist' audiences (e.g., our insurance brokers, concerning insurable risks; trade unions, concerning health and safety risks that might affect their members), that we have a detailed but appropriate approach to all the various components of risk, which also can be found within the **Strategic Risk Register (working document)** which holds specific details about controls
 - to our auditors (and other external audiences), that we have a comprehensive approach.
19. All staff use their experience and ideas to inform line managers about risks which they encounter in their day-to-day work. Line managers use this information and their other experience to assess risks for their areas of responsibility, which they discuss in

supervision meetings with their managers. Senior managers assess this information, and advise LT whether changes are needed to the Authority's Strategic Risk Register and risk management plans. Developing issues in terms of the main risks facing the organisation, the changing risk profile, and the steps taken to manage risks are communicated to the Audit & Governance Committee.

20. The Authority determines the Business Plan, in the preparation of which the main risks facing the Authority will be considered, and from which can be derived the business objectives which form the starting point for risk analysis and management. The Authority may also issue instructions to the Audit & Governance Committee about matters related to internal control and risk management which it wishes the Committee to examine. The Audit & Governance Committee gives advice to LT in relation to the issues referred to it, and in the light of the Authority's views. The decisions of LT in relation to the Strategic Risk Register are fed back by senior managers to line managers; and both at this level and between line managers and front-line staff, appraisal targets will reflect decisions about the control of risks.
21. This information and decision flow process encompasses the role of the Chief Executive (who is an adviser to the Authority and to the Audit & Governance Committee, and who 'line manages' LT). The key outputs from the process are as described in paragraph 18, and which in turn feed into the Annual Governance Statement.

RISK IDENTIFICATION AND EVALUATION

22. The process for identifying risks has been described in the preceding section. All identified risks are scored against the likelihood of their materialising and for their impact if they did materialise. The next three tables describe this scoring system: **Table 1** identifies the 'likelihood' criteria, **Table 2** the 'impact' characteristics, and **Table 3** combines these two factors to give an overall classification ranging from 'Very Severe' to 'Manageable'.

Table 1

Risk Likelihood Ratings	
Probability	Criteria
Small	0-5% (extremely unlikely to occur)
Low	6-20% (unlikely but not impossible to occur)
Medium	21-50% (fairly likely to occur)
High	51-80% (more likely to occur than not)
Very High	>80% (almost certain to occur)

Table 2

Risk Impact Ratings	
Probability	Characteristics
Small	Minimal loss, delay, inconvenience, or interruption. Easily and quickly resolved
Low	Minor loss, delay, inconvenience, or interruption. Short to medium term effect
Medium	Significant waste of time and resources. Impact on operational efficiency, output, and quality. Medium term effect which may be expensive to recover
High	Major impact on costs and objectives. Serious impact on output and/or quality and reputation. Medium to long-term effect and expensive to recover.
Very High	Critical impact on the achievement of objectives and overall performance. Huge impact on costs and/or reputation. Very difficult and possibly long-term to recover

Table 3

Impact

VH					
H				Very Severe Risk	
M				Severe Risk	
L			Material Risk		
S		Manageable risk			
	S	L	M	H	VH

Likelihood

23. Table 3 identifies four classes of risk:

- **Very Severe Risks** are those which cause most concern: their materialisation would have a potentially disastrous impact on the Authority’s reputation or business continuity; immediate and comprehensive action would be required.
- **Severe Risks** are also of significant concern and should be covered by contingency plans: their materialisation would be severe but not disastrous, and some immediate action would be required, along with the development of an appropriate action plan.
- **Material Risks** have consequences that are not severe, and which can be managed by contingency plans and more detailed action plans which can be developed later. But such risks still need regular monitoring.
- **Manageable Risks** are those that are inherent in most activities; the consequences of their materialising are generally not important enough to affect the whole business, and they can be managed during delivery. The status of such risks will be reviewed periodically.

24. Agreeing the scoring of risks is the responsibility of LT, subject to any advice from the Audit & Governance Committee. In determining the likelihood of a risk occurring, all factors, including existing control mechanisms, will be considered.

RECORDING AND MONITORING

25. The Head of Organisational Development will maintain the Strategic Risk Register (paragraph 18). These registers will record the assessment made from time to time by LT of what risks exist that need to be recorded in this way; for each risk, information will be included as to its significance and what existing controls are in place.

26. Where it is identified that the processes in place are insufficient to manage a particular risk to an acceptable level, then an action plan for addressing the risk will be prepared. This will identify which senior manager is responsible for this action; a date for completion of the action; and a date for review of the risk.

27. LT will formally review risk management at least annually and whenever events require. Such events will include any major issues that have arisen since the last review, including any relevant findings from performance improvement or major project reviews. LT will consider whether any risks should be added to, or removed from, the risk register, or whether their classification, in relation to impact and/or likelihood, should be changed. The Strategic Risk Register working document will be maintained as a 'live' document and will be updated by LT members as appropriate.
28. The Audit & Governance Committee will receive an annual report on Risk Management (see paragraph 30). The Committee may decide that a special report or recommendations of the Committee require the Authority's attention at any time.

AWARENESS AND TRAINING

29. This policy is accessible to all Authority Members and to all employees of the Authority. The Authority is committed to a process of raising awareness in this area and requires LT to ensure that all officers have an appropriate understanding of this policy.

EVALUATION OF EFFECTIVENESS

30. The Audit & Governance Committee will, on an annual basis (at their autumn meeting), evaluate the effectiveness of the arrangements for risk management. This evaluation will be based on a report to the Committee, which will address the following issues:
 - the latest Annual Governance Statement, and any issues arising from it
 - whether Audit and Inspection reports received since the last annual evaluation highlight any strengths or weaknesses
 - any major incidents which have occurred since the last evaluation
 - any developments in good practice in this area; and
 - the extent to which risk management is embedded in organisational processes

This report will include a copy of the Strategic Risk Register.

SUMMARY OF RESPONSIBILITIES

31. **The Authority will:**
 - determine the annual Business Plan, taking account of the key risk issues facing the Authority's priorities
 - receive an annual report in relation to the adequacy of risk management arrangements, forming part of the Annual Governance Statement
 - consider appropriate risk assessments in relation to all items of business coming before it
32. **The Audit & Governance Committee will:**
 - approve and keep up to date this Risk Management Policy
 - understand the main risks facing the organisation, and satisfy itself that those risks are appropriately controlled
 - review the adequacy of arrangements for risk management within the

organisation

- consider the annual external and internal audit plans, seeking to ensure that there is an adequate programme which addresses those of the main risks facing the organisation which it is the Authority's power to control
- make periodic reports to the Authority, as and when appropriate, upon the status of the control environment

33. The Chief Executive will:

- publish annually an Annual Governance Statement, summarising the effectiveness of the Authority's internal controls, and state how this is underpinned through the process of identifying objectives and key risks
- provide leadership in relation to the implementation of this policy
- ensure that LT takes responsibility for implementing this policy, and plays its role in relation to the compilation and maintenance of the Strategic Risk Register

34. The Head of Business Support will:

- lead on the process of risk management within the organisation as a whole

35. The Head of Organisational Development will:

- maintain the Strategic Risk Register for the organisation
- report to the Audit & Governance Committee upon the changing status of risks and the controls adopted, as appropriate
- present an annual evaluation report to the Audit & Governance Committee
- as directed by LT, seek to raise awareness, and provide training, to improve understanding of risk management within the organisation

36. All Senior Managers will:

- take responsibility for managing specific risks – as allocated by the Strategic Risk Register – including developing and implementing action plans
- collectively (as LT) implement this policy, and take decisions on the identification and analysis of strategic and operational risks
- encourage good practice and a culture of risk management at all levels of the organisation
- set objectives and targets for their staff in the light of the main risks facing the organisation
- perform a key link role between LT and line management, to ensure that there is a two-way flow of information and experience
- ensure that detailed operational risks are covered as a matter of routine by officers responsible for the areas of work such risks affect

37. All Line Managers will:

- be aware of the risks identified in the Strategic Risk Register and alert Senior Managers or LT to any new risks or changes to existing risks
- discuss the risks affecting a particular service with the officers concerned as a matter of routine management, and not least as part of the annual appraisal process, within which actions may be set that are intended to manage down any operational risk

- feed ideas and information to their managers in relation to risk issues

38. **All staff** will:

- identify risks to their everyday work, and report on these to their line manager
- report to their line manager on the performance of objectives and targets set for them.

DOCUMENT HISTORY

Revision No.	Originator of change	Date of change	Change Description
1.	Angela Stirland	January 2023	New policy drafted, to be presented to Authority for adoption on 06/01/23



NPA/23/004

Dartmoor National Park Authority

6 January 2023

Draft Housing Supplementary Planning Document (SPD)

Report of the Senior Policy Officer

Recommendation: That Members agree to publish the Housing SPD for consultation, and delegate authority to the Chief Executive (NPO) in consultation with the Chair, to make minor changes to the document if considered necessary prior to publication

1 Introduction

1.1 In December 2021 the Authority adopted its new Local Plan. The Local Plan guides what development can and cannot happen in Dartmoor National Park. It responds to the needs of communities by raising the bar on the quality, efficiency and accessibility of new homes. It will deliver a mix of housing which responds to local needs, recognising the gap between local incomes and house prices.

1.2 The housing strategy in the Local Plan describes that:

“The focus of housing development in Dartmoor National Park is the delivery of affordable, well-designed, efficient homes to meet the needs of local people. Market housing will support the delivery of affordable housing, it should also respond to the needs of local people in terms of size, mix and tenure. Around 65 new homes will be built in the National Park each year. Housing development should be of a mix of house type and size which enables and encourages younger families to live and work within Dartmoor’s communities, as well as providing opportunities for older local people to stay. Housing should be accessible and adaptable and achieve high levels of sustainability.”

1.3 In order to deliver the housing strategy, the Local Plan contains a number of strategic and more detailed housing policies. These policies, together with other relevant policies in the Plan, national policy, and other material planning considerations, set out how applications for housing in the National Park should be decided.

1.4 The policies in the Local Plan provide a clear framework for decision making. Planning applications for housing development can be varied and complex, though.

Additional advice is often needed to help applicants bring forward proposals which are good for Dartmoor and its communities, to help people consider and comment on applications, and to help the Authority make robust and consistent decisions. The purpose of the Housing Supplementary Planning Document (SPD) is therefore to provide that additional guidance and shape good applications and decisions.

- 1.5 This SPD will replace the current Affordable Housing SPD, which was prepared under the previous Local Plan, and is therefore becoming out of date. The draft SPD has been prepared by officers in the Forward Planning team with the input, through workshops and meetings, of housing officers and representatives of the affordable housing development sector. Members have had the opportunity to engage through the Planning and Sustainable Development Working Panel, and the Joint Advisory Committee.

2 The scope of the Housing SPD

- 2.1 The National Planning Policy Framework describes Supplementary Planning Documents as follows:

“Documents which add further detail to the policies in the development plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.”

- 2.2 This draft Housing SPD therefore sits below the policies in the Local Plan. Across a number of detailed policy areas it expands upon process or sets out guidance. As an SPD is not part of the development plan (and does not undergo independent examination) it should not set out new policy; it may describe or paraphrase what Local Plan policies ‘require’ but otherwise will only add what ‘could’ or ‘should’ take place as part of the application or decision-making process.

- 2.3 The Housing SPD is structured as follows:

- **Chapter 2 Bringing forward housing sites** - provides summary guidance on using Local Plan policy and navigating the planning system in the National Park to progress a potential housing site
- **Chapter 3 Defining and identifying local housing need** - discusses how housing need is identified in the National Park for different housing types
- **Chapter 4 Affordable housing** - discusses delivery of different affordable housing types and how the planning system manages them into the future
- **Chapter 5 Custom and self-build housing** - explores how this housing type can be delivered on Dartmoor, and how matters of need and design should be addressed.
- **Chapter 6 Gypsy and traveller** - detailed guidance on how the need for Gypsy and traveller accommodation will be met
- **Chapter 7 Rural workers' housing** - detailed guidance on how the need for rural workers' accommodation is assessed and meeting policy requirements for new accommodation
- **Chapter 8 Determining eligibility for different housing types** - how eligibility for housing with restricted occupancy, such as affordable housing or local needs custom and self-build, is assessed

- **Chapter 9 General housing principles** - discusses detailed housing matters which relate to all types of housing, such as community-led housing, house size, and accessibility.
- **Chapter 10 Community Engagement** – best practice guidance on how communities should be engaged with during the development process
- **Chapter 11 Rural Exception sites** – guidance on delivery of rural exception sites and allowance for cross-subsidy.
- **Chapter 12 Development Viability** - Guidance on the process of assessing whether a site is financially viable to develop in accordance with Local Plan policies

2.4 This report does not expand further on the detailed content of the SPD, which is set out in full as an appendix to this report and is self-explanatory.

3 Consultation Process

3.1 The Town and Country Planning (Local Planning) (England) Regulations 2012 (SI 2012 No. 767) sets out the process for preparation, consultation and adoption of a Supplementary Planning Document. This process should also follow the Authority's own adopted Statement of Community Involvement (2016) which describes the standards and best practice approach we take to consultation and engagement around our planning duties.

3.2 The Housing SPD is a focus document with a relatively specialist interest. That said, it has been prepared with the same standards as we approached the Local Plan; that it should be accessible in its language and presentation in order to maximise the opportunity for it adding value to the planning process and ultimately, new development.

3.3 Subject to Authority agreement, the SPD will be published for public consultation for a period of 6 weeks. The SPD will be published on our web site, and notification of the consultation will be sent to those we are required to consult, and other individuals or organisations who have expressed an interest in the preparation of our planning documents.

3.4 Resources are currently reduced in the Forward Planning team, however it is important that there remain opportunities for engagement during the consultation period. It is proposed that, subject to timing and resources, early in the consultation period there will be proactive engagement with Parish/Town Councils with a workshop or drop-in, a proactive approach to engage planning agents, and later in the consultation period a 'drop-in' opportunity for any questions and queries. There will also be engagement and training with Development Management Officers.

3.5 After the consultation period ends, officers will consider the written responses received and identify any potential changes which may be required. At this stage, officers may seek further input from housing officers, the development sector, and Members, or proposed changes may be limited such that it will be brought to Authority for adoption. When the SPD is proposed for adoption, it will be supported by a statement of consultation as required by the regulations.

4 Conclusion

- 4.1 The SPD will be important guidance as part of the suite of documents which inform planning decisions in the National Park. It is considered a necessary and helpful document which will have a positive impact on the quality of applications, decisions, and developments. Members are asked to agree to publish the SPD for public consultation.

5 Financial implications

- 5.1 The SPD has limited direct financial implications. It has largely been prepared in-house, and it is not anticipated that additional costs will be incurred during consultation and adoption.
- 5.2 The SPD does include detailed guidance on how the Authority will seek financial contributions to affordable housing development ('off-site contributions'). The Authority may hold this money for the purposes of affordable housing delivery, normally passing the money held to the housing authority for spending on a specific development scheme.

ALEX GANDY



DARTMOOR LOCAL PLAN
guiding planning applications in Dartmoor National Park

Housing

Supplementary Planning Document

Dartmoor National Park Authority

CONSULTATION DRAFT

December 2022



Consultation

This is Dartmoor National Park Authority's draft Housing Supplementary Planning Document (SPD). The SPD is published for a period of 6 weeks public consultation. The introduction, below, explains in more detail the purpose of this document.

How can I comment?

You can comment by email to forwardplanning@dartmoor.gov.uk, or in writing to: Forward Planning, Dartmoor National Park Authority, Parke, Bovey Tracey, Devon, TQ13 9JQ

Comments must be received by the XX of XXXX 2023

What happens to my comments?

We will read and consider all comments we receive. As this is a Supplementary Planning Document, and not a development plan document (such as a local plan), there is no formal examination process. However, we will take all comments into consideration and make appropriate revisions. We will prepare a document which summarises the comments received and the changes we have made before the document is adopted.

The SPD is guidance which provides detailed advice to support the Local Plan. If you wish to comment it may be helpful to bear in mind the SPD:

- is a planning document, and can only cover material planning considerations;
- sits below the Local Plan, it must be consistent with the Local Plan and cannot change adopted policies
- cannot introduce new policies, it contains detailed advice and guidance to inform planning applications

When will it be adopted?

After the consultation closes, we will consider all comments and make appropriate changes to the document to improve its robustness, clarity and consistency with the Local Plan. It will then be considered for adoption at a meeting of the Authority in spring 2023. You can find out more on how we make decisions on our web site.

Once it is adopted, this SPD will be a material consideration when we make decisions on planning applications in Dartmoor National Park.

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1 Introduction

1.1.1 This Housing Supplementary Planning Document (SPD) provides guidance to support the delivery of housing in Dartmoor National Park. This SPD

- provides detailed guidance on how to use Local Plan housing policies;
- clarifies the Authority's expectations of housing development in Dartmoor National Park;
- helps applicants make successful and streamlined planning applications which are good for Dartmoor and its communities; and
- helps ensure the Authority makes consistent, robust and streamlined decisions on planning applications.

1.1.2 This Housing SPD sits alongside the Dartmoor Local Plan 2018 – 2036, adopted in 2021 and which comprises the 'Development Plan' for the National Park. Together with the Local Plan, this SPD will form a material planning consideration when we decide planning applications. It replaces the 2014 Affordable Housing SPD.



1.1.3 Dartmoor National Park Authority is the Local Planning Authority for the National Park and responsible for determining planning applications on Dartmoor. The Housing Authority functions for the National Park are undertaken by the relevant District Councils (Teignbridge, South Hams, West Devon and Mid-Devon District Councils).

1.1.4 We do all we can to ensure policy documents, such as this SPD and the Local Plan, are clear and easy to understand, but they do have to be technical documents. To help those without a background in planning, we have developed quick guides to common topic areas. You can find these on our web site.

2 Bringing Forward housing sites

- 2.1.1** National and Local Plan policy requires new housing development in Dartmoor National Park to be focused on the delivery of affordable homes to meet the needs of local people. To meet this aim the Dartmoor Local Plan 2018-2036 makes provision for at least 1,125 homes (65 each year) to be delivered across the National Park during the plan period.
- 2.1.2** The following provides step-by-step guidance for bringing forward housing sites in the National Park. Following these steps helps encourage applicants to take a sequential approach to planning considerations, and helps avoid abortive work. We will expect applicants to have regard to this process when proposing housing development. Communities may also use this to understand

STAGE GUIDANCE

1

Identify relevant housing policies

Policies set opportunities for new housing development in two ways, by:

- **site location:** the location of the site relative to a classified settlement (identified in Strategic Policy 1.3). A site's locations will be described as:
 - **within a settlement:** inside a settlement
 - **adjoining a settlement:** outside a settlement, abutting or touching its edge
 - **well related:** outside a settlement, but within reasonable safe walking distance, with safe highway access, access to services and utilities
 - **open countryside:** outside a settlement and none of the above
- **housing type:** the type of housing proposed, such as open market, affordable, custom and self-build, rural workers' etc.

REFERENCE

Site Location / Housing Type	Relevant policy
Site location	
Within or adjoining Local Centre	SP 3.3
Within or adjoining Rural Settlement	SP 3.4
Within or adjoining Village and Hamlet	SP 3.5
Allocated site	SP 7.3 to 7.23
Housing Type	
Market or affordable	See above
Custom and self-build	P 3.6
Rural workers housing	P 3.9
Gypsy and traveller	P 3.11

2

Seek pre-application advice

We encourage all applicants to engage with the planning process as early as possible. Pre-application advice can help:

- identify the list of surveys, reports, plans etc we will require at submission from our [Local Validation List](#);
- help you understand how planning policies and other requirements affect your proposals;
- highlight any constraints which may require further consultation or specialist survey and/or mitigation; and
- highlight what conditions and/or s106 obligations may be required as part of any planning approval.

3

Establish if a housing need exists

On Dartmoor all but the smallest housing scheme will need to be supported by a Housing Needs Assessment in order to establish that the development is acceptable in principle (i.e. before consideration of detailed design).

Local Plan policy sets out the evidence required to demonstrate a housing need exists. Housing need evidence falls into 3 categories:

- **Housing register**
- **Housing Needs Assessment:** a commissioned assessment of homes needed in an area
- **Bespoke assessment:** a specific assessment establishing an individual's or group's housing need and/or eligibility, e.g. an appraisal for agricultural worker's accommodation, or confirmation an individual meets affordable housing criteria.



Housing sites	Evidence required to demonstrate need
Affordable/market Housing site of: <ul style="list-style-type: none"> • ≤5 dwellings within Local Centre • ≤3 dwellings within Rural Settlement or Village and Hamlet, on previously developed land 	Housing Register
Allocated site Affordable/market Housing site of: <ul style="list-style-type: none"> • ≥6 dwellings within Local Centre • ≥4 dwellings with Rural Settlement or Village and Hamlet • Rural exception site 	Housing Needs Assessment
Local needs custom and self-build housing	Applicant(s) confirmed as eligible custom or self-builder(s)
Rural workers housing	Appraisal of essential need for a rural worker
Gypsy and Traveller	Gypsy and traveller Needs Assessment
Low impact residential	Applicant(s) confirmed as eligible person(s)

4

Identify site constraints

Site constraints are environmental, infrastructure or social factors that may restrict or prevent development of a site, for example flooding, safe access or protected biodiversity. Most sites will have numerous constraints and each will need full consideration, potentially with need for specialist input. It may be possible to resolve some constraints through design and siting, others may be unresolvable and will mean the site isn't suitable for development. Pre-application advice from us can help you identify constraints and advise how these are addressed.

Allocated sites have undergone strategic assessment and should not have unresolvable constraints, but site constraints will still need to be addressed through the planning application.

5

Review business case and early design

By this stage it should be clear whether the site has in principle policy support, there is a need for the development, and on-site constraints are resolvable. The developer will now need to finalise their business case and decide whether to proceed. This should be with awareness of all build costs and policy requirements, including:

- current build costs, reflecting Dartmoor's high design standards;
- percentage affordable / local needs housing policy requires;
- a site yield and tenure which reflects the need;
- all house sizes not significantly exceeding nationally described space standards
- all properties meeting M4(2) accessibility standards;
- delivery of biodiversity enhancements or net gain;
- provision of public open space and sports facilities;
- EVCP and parking standards;

Constraint	Relevant policy
Natural and Historic Environment	
Landscape character	SP2.1
Geodiversity and Biodiversity	SP2.2
Moorland, heathland and woodland of conservation importance	SP2.4
Flooding and the water environment	SP2.5
Tranquillity and dark night skies	SP2.6
Heritage assets	SP2.7 & 2.8
Social and infrastructure constraints	
Amenity and Highway Safety	P1.7
Community services and facilities	P4.1
Public open space and sports facilities	P4.2
Access network	SP4.8
Policy requirement	Relevant policy
Design standards	SP1.5
Biodiversity enhancements and net gain	SP2.3
Affordable housing requirements	SP3.3 - 3.6
House sizes and accessibility	SP3.2
Public open space and sports facilities	SP4.2
Parking standards	P4.4
Electric vehicle charging points	P4.5

6

**Community
engagement**

Community engagement helps ensure those affected by proposals have a genuine opportunity to have constructive ideas and opinions taken onboard. Engagement works best when it is an ongoing iterative process, and individual events should consider the need for this. Good quality engagement can:

- Demonstrate the developer has understood local issues
- Reduce resistance in the local community
- Show how community ideas have shaped the proposals
- Further the community's understanding of planning, policy and development on Dartmoor as a whole

7

**Final Design
and
submission**

The above stages should provide the confidence to complete the final design and submit this as a detailed planning application, together with the necessary supporting documents.

Upon receipt of a complete application, we will validate the application, consult with the community and specialists and seek to determine the application in accordance with policy within the statutory timeframes of 8 weeks for a minor application and 13 weeks for a major application.

3 Defining and Identifying Local Housing Need

3.1 Defining Housing Need

3.1.1 National and Local policies require that development in our National Parks is focused upon protecting their Special Qualities and meeting the needs of local communities. The Dartmoor Local Plan does not, therefore, support speculative housing development, and housing development on Dartmoor is generally only permitted where it is delivering affordable and other identified local housing needs.

3.1.2 The Local Plan contains policies which enable development opportunities to meet the need for the following types of housing:

- **Local affordable:** a local household that has been assessed and placed on the housing register (bands A-D), or is considered to be unable to afford open market prices to rent or purchase a property suitable for their needs.
- **Local needs custom and self-build:** a local household wanting to self or custom a home for them to occupy as their principal residence
- **Rural workers:** a home to enable an essential rural worker on a land-based enterprise to live at their place of work and manage activities day and night which might threaten the stability and viability of the enterprise
- **Gypsies and travellers:** members of these communities needing accommodation to continue their traditional and nomadic way of life.
- **Low impact residential:** people genuinely seeking to live in a far more sustainable way than considered normal for the 21st Century and delivering significant environmental enhancement.

3.1.3 In the National Park policies do not generally support other types of housing alone, but they are used to meet Local Plan objectives. For example, a key role of market housing is to cross-subsidise (pay for) the delivery of affordable housing. There may also be other circumstances where a site progresses without meeting identified housing needs due to vacant building credit, or poor viability on a site which is delivering clear environmental enhancement or community benefit.

3.2 Identifying Housing Need

3.2.1 The Dartmoor Local Plan only allows new housing to come forwards where evidence demonstrates there is an identified need. Housing need evidence falls into 3 categories:

- **Housing register:** the local register, maintained by Devon Home Choice¹, identifying people most in need of affordable housing
- **Housing Needs Assessment:** a commissioned assessment of the number of affordable homes needed in an area (see section 3.5 for further guidance)
- **Bespoke assessment:** a specific assessment establishing an individual's or group's housing need and/or eligibility, e.g. an appraisal for agricultural worker's accommodation, or confirmation an individual meets affordable housing criteria.

3.2.2 Table 3.1 summarises the type of evidence that Local Plan policy requires you provide to demonstrate there is a need for the proposed housing development.

¹ <https://www.devonhomechoice.com/>

Table 3.1 housing need evidence required for different development types

Housing sites	Policy	Evidence required to demonstrate need
Windfall site: <ul style="list-style-type: none"> • ≤5 dwellings within Local Centre; or • ≤3 dwellings within Rural Settlement or Village and Hamlet, on previously developed land 	SP3.1	Housing Register
Allocated site Windfall site: <ul style="list-style-type: none"> • ≥6 dwellings within a Local Centre; or • ≥4 dwellings with Rural Settlement or Village and Hamlet; or • Rural exception site 	SP3.1	Housing Needs Assessment
Local needs custom and self-build housing	SP3.6	Applicant(s) confirmed as eligible custom or self-builder(s)
Rural workers' housing	P3.9	Appraisal demonstrating rural land-based business has essential need for a rural worker
Gypsy and Traveller	P3.11	Gypsy and traveller Accommodation Assessment
Low impact residential	P3.12	Applicant(s) confirmed as eligible person(s)

3.3 Geography of affordable housing need

3.3.1 For local needs and affordable housing development, the geographic area from which housing need can be identified is limited. Local Plan Strategic Policy 3.1 defines this as follows:

Development within a Local Centre, but not Princetown²: parish where the development is taking place and adjoining parishes which are wholly or substantially within the National Park

Development within a Rural Settlement, and Princetown: parish where the development is taking place and adjoining rural parishes² which are wholly or substantially within the National Park

Development within a Village and Hamlet: parish where the development is taking place and any adjoining rural parishes as agreed with that parish

3.3.2 This approach does not apply to specialist housing types, such as rural workers', Gypsy and traveller or low impact residential housing. These housing types have specialist methods for determining whether a need exists, which are discussed in the relevant sections for this housing type.

² Rural parishes are those parishes which do not include a Local Centre. However, because of its deeply rural nature and historic lack of housing need, Dartmoor Forest parish, containing Princetown Local Centre, is considered a rural parish.

3.3.3 Maps of parish boundaries are available from central Government³. The National Park boundary does not align with parish boundaries and some will fall partly inside and outside the National Park. For the purposes of identifying housing need Local Plan Policy 3.1 includes parishes which are wholly or substantially located within the National Park. Figure 3.1 clarifies the parishes considered to be wholly or substantially within the National Park.

3.3.4 Where evidence of housing need is being produced, evidence of need can be drawn from all parishes in the relevant geographic area (see para 3.3.1), some parishes within that area, or just from the parish where the development is taking place. Need should be studied at the parish level, not over smaller areas. Where an assessment covers more than one parish the report should include a breakdown by parish, so that the geographic spread of the need can be understood and inform decision making around where that need is best met.

3.3.5 In some cases, a need may be identified in a parish, which may be met in more than one settlement. If this is the case, it is important not to double count this need. In considering where a housing need should be met, it is important to recognise what the Local Plan is seeking to achieve, including:

- the delivery of homes to meet the needs of local people;
- enabling opportunities for communities to thrive; and
- supporting development in sustainable locations.

3.3.6 Where housing need could be met in more than one settlement and/or parish, community and place-making should be prioritised over a 'race' to deliver an identified need. The Authority will normally require that the majority of need is identified within the parish of provision and that delivery respects:

- any preference expressed by those in housing need (typically this will form a question within the housing needs assessment);
- local desire for community vitality (i.e. a local desire for development to sustain their vibrancy and support for services and facilities, rather than be lost to other settlements); and
- development proposals actively being pursued at that time (i.e. does not seek to 'use up' the need from schemes likely to meet that need in a certain settlement).

³ <https://geoportal.statistics.gov.uk/maps/ons::parish-december-2016-boundaries/>

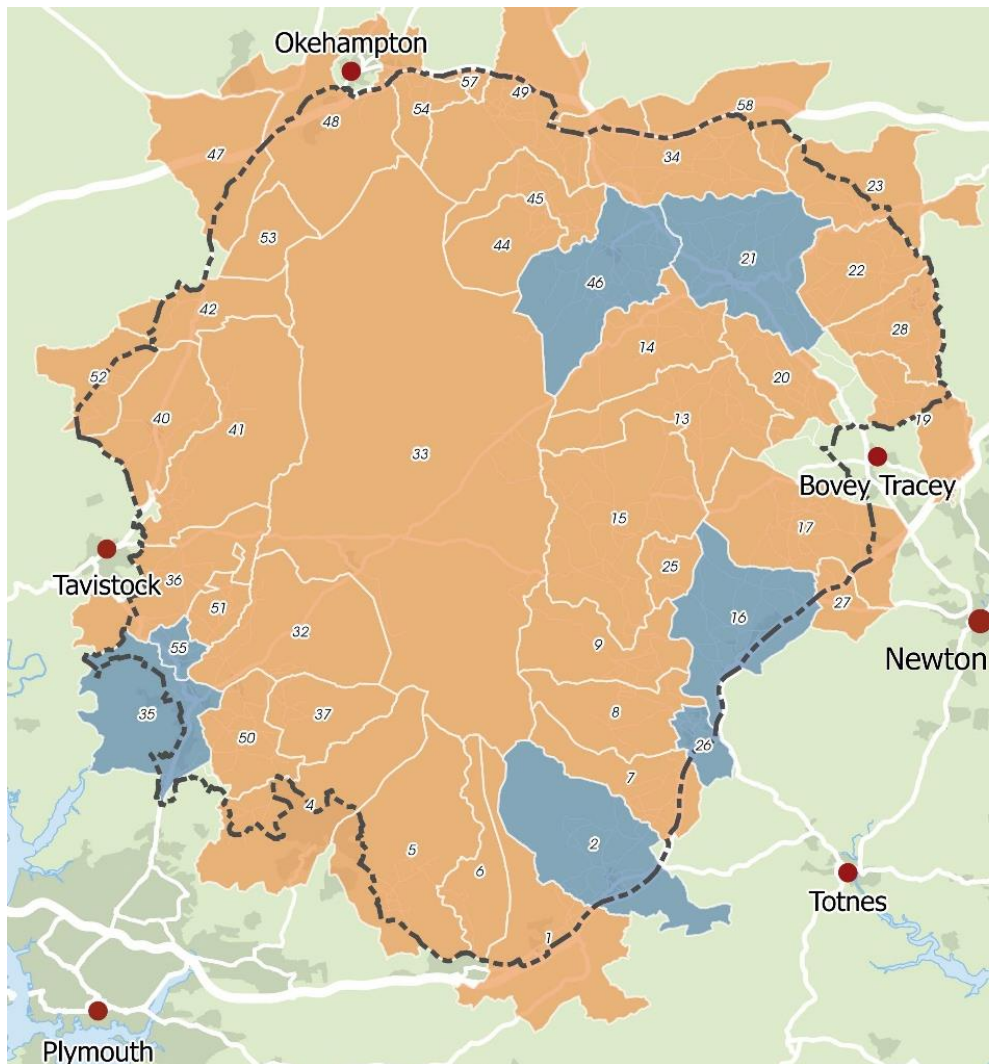


Figure 3.1 Summary parish map

Legend

- National Park Boundary
- Road Network
- Urban Areas and Quarries
- Key settlements outside National Park
- Parish
- Rural Parish

No.	Parish	No.	Parish
1	Ugborough	33	Dartmoor Forest
2	South Brent	34	Drewsteignton
4	Shaugh Prior	35	Buckland Monachorum
5	Cornwood	36	Whitchurch
6	Harford	37	Sheepstor
7	Dean Prior	40	Mary Tavy
8	West Buckfastleigh	41	Peter Tavy
9	Holne	42	Lydford
13	Manaton	44	Gidleigh
14	North Bovey	45	Throwleigh
16	Ashburton	46	Chagford
17	Ilstington	47	Sourton
19	Hennock	49	South Tawton
20	Lustleigh	50	Meavy
21	Moretonhampstead	51	Sampford Spiney
22	Bridford	52	Brentor
23	Dunsford	53	Lands Common to B+S
25	Buckland in the Moor	54	Belstone
26	Buckfastleigh	55	Horrabridge
27	Bickington	57	Sticklepath
28	Christow	58	Cheriton Bishop
32	Walkhampton		

3.4 Housing Register

- 3.4.1** The Housing Register is a register of individuals that have applied for affordable housing in the relevant area. In the National Park, Devon Home Choice administers the register and advertises homes. Available homes are then allocated by the Housing Association/Housing Authority in line with any requirement for that home, such as a Section 106 Agreement or an allocations plan.
- 3.4.2** The number of people on the register in any given area will provide an indication of housing need. However, on Dartmoor that figure can be inaccurate because Devon Home Choice does not assess whether applicants on the housing register comply with Dartmoor's local eligibility criteria (see Local Plan section 3.3). Affordable homes on Dartmoor are prioritised for occupation by people meeting Dartmoor's local eligibility criteria.
- 3.4.3** Data from the Housing Register can be of use on smaller schemes, where gathering further evidence is not considered proportionate. The Local Plan allows Housing Register data to be used to justify affordable housing need on small windfall sites of 5 dwellings or less in a Local Centre, or 3 dwellings or less in a Rural Settlement or Village and Hamlet (see Table 3.1).
- 3.4.4** Housing Register data is held by the Housing Authority and information from it can be requested from the relevant District Council.

3.5 Housing Needs Assessments

- 3.5.1** A Housing Needs Assessment (HNA), also known as a housing needs survey, is a piece of evidence that provides an indication of how many homes and what types of home are needed by a community. They are based on a survey of a given area which identifies people that meet a set of housing needs criteria, for Dartmoor these criteria are that an applicant:
- is a Local Person⁴;
 - is in housing need⁵; **and**
 - is unable to afford open market prices.
- 3.5.2** Housing Needs Assessments are not an exact science and do not provide a definitive picture of housing need. They are a process that gathers a wide range of relevant data in order to inform a balanced professional judgement on what likely housing needs are. Their results are a snapshot in time for that area, and should not be taken as fixed or absolute.

3.6 Minimum Standards for Housing Needs Assessments (HNAs)

- 3.6.1** An HNA will often be a fundamental starting point for a housing scheme; it is important that it is not rushed or biased, and is carried out independently, professionally, and following best practice. This section describes minimum standards which ensure HNAs are undertaken fairly, robustly and consistently throughout Dartmoor. Officers will uphold these standards and work with housing providers and the Housing Authorities to ensure they are met. Where an HNA does not follow these fundamental principles, this will reduce the weight officers give to surveys in decision making and could result in it being disregarded entirely.
- 3.6.2** The standards are broadly based upon the Rural Housing Alliance's principles and guidance for rural housing needs surveys⁶.

⁴ See definition of Local Person at Local Plan section 3.3

⁵ See Local Plan section 3.4

⁶ [Rural Housing Alliance \(2017\) 'Principles and guidance for rural housing needs surveys'](#)

Principles for Housing Needs Assessments (HNAs)

All HNAs should:

1. provide an objective and evidenced overview of the scale and nature of the full range of housing need in one or more civil parishes
2. Be informed by 'bottom up' primary data, not 'top down' disaggregation of broader housing needs data or projections
3. be independent, balanced and transparent
4. collect data in an open, fair and transparent manner
5. only use secondary data as a source of information or to augment data collected from households which is up to date and relevant to the survey geography
6. anonymise results and ensure confidentiality and data protection statements are clear and correct.
7. engage with the community prior to, during and after the survey - the community is wider than just the Parish Council.
8. write reports in plain English with explanations of how the findings and conclusions are drawn, including any caveats and noting data sources
9. make reports publicly available, once the commissioning body has agreed and signed it off
10. state the survey's 'shelf-life' and set out any process for updating the data.

Housing Types

3.6.3 HNAs can use a variety of survey techniques to assess communities for different affordable housing types. Each HNA should be tailored to assess need for suitable housing types with reference to existing data and advice from DNPA and the Housing Authorities. HNAs will typically assess for one or more of the following affordable housing types:

- affordable or social rent;
- intermediate shared ownership;
- intermediate discount market sale;
- older persons downsizing; and
- wheelchair accessible.

They may also seek to identify a need for custom and self-build housing, in conjunction with the Self Build Register. HNAs are not intended to identify market housing needs.

Timing

3.6.4 Recognising that HNAs identify housing need at a point in time, it is important they are undertaken at representative times to maximise their 'shelf life' and future benefit. For this reason HNA's should:

- be undertaken around every 5-10 years and be used to inform whether development is necessary in principle in advance of any detailed proposals being developed; and
- not normally be undertaken following the grant of planning permission for a significant development, whilst such a development is under-construction, or immediately following completion of a development.

- 3.6.5** Small communities can be susceptible to ‘survey fatigue’. Repeat surveying in short succession, or as an attempt to find a different survey outcome is unhelpful and undermines the sincerity of the process. Where a survey is carried out against the advice of DNPA and/or the Housing Authority, its results may be disregarded in decision making.

Community Communication and support

- 3.6.6** Engagement with the community should be undertaken before, during and after the HNA process. There should be reasonable confidence the community supports the process, and an understanding that a lack of community support could significantly undermine survey results.

Survey Geography

- 3.6.7** Policy 3.1 sets out the parish geographies from which housing need should be identified. The HNA does not have to cover the whole of this area as this may require survey of multiple parishes at a time. However, HNAs should cover entire parishes, and not individual settlements or small areas. This ensures HNAs provide evidence for an area which aligns with the policy for that settlement. Where a survey includes several parishes, the report should include a breakdown for each parish.

Survey content and distribution

- 3.6.8** Surveys can be paper-based, web-based or involve direct contact. Surveyors should choose a format which is understood and accessible to the community. In most circumstances a blend of paper and electronic survey is likely to be most successful, and reach a broad section of the community.
- 3.6.9** The survey content can vary, but for consistency on Dartmoor it should be kept broadly similar. Questions should all seek to establish:
- How many people have a housing need
 - The composition and size of their household, their housing requirements and the nature of their connection to the community
 - Their current housing circumstances and whether alternative accommodation is required
 - What type and size of housing would best meet their needs and budget

Additional questions, such as those seeking to understand the community’s appetite for a development in principle or asking residents’ opinions on a site may be included. However additional questions must be considered carefully and professionally, as they may impact response rates, or skew results.

Assessing affordability

- 3.6.10** An assessment may be made of the affordability in the current market and what the respondent is able to afford. The fragility of the data means it is good practice to use a triangulation approach that uses a combination of methods to demonstrate affordability with a clear explanation of how the calculation is made and details of the data used. This approach could look into:
- **Affordability of the current market:** Using housing affordability ratio data for Dartmoor, based on average work-place based earnings and median Dartmoor house prices. This may be supplemented by calculating lower quartile house prices from recent sales using the Land Registry or one of the commercial residential property sales sites. Care must be taken to ensure the sample is representative and reflects low

levels of sales in rural areas, typically one to two years data is required. Average earnings of respondents may also be compared with average earnings across the District.

- **Affordability of respondents:** incomes reported by respondents can be multiplied by an approximate mortgage affordability rate of 3.5 to give an estimate of the house value they are likely to be able to afford. From this it can be established whether they may be able to afford market, intermediate affordable housing or affordable rent prices.
- **Allocation on the housing register:** respondents that have been identified as having a housing need (Bands A-D)

Rates of return and aggregating data

- 3.6.11** The response rate should be included in the report. It may be appropriate to use this information to aggregate responses to certain supplementary questions posed by the community. However, caution should be taken to ensure statistical validity remains reasonable and that inherent biases in respondents are taken into account.
- 3.6.12** Reports should not aggregate data on housing needs. The survey is only able to report on how many people expressed a need and what type and tenure of housing they require. It can be common to have low rates of return. The lack of information on how representative the responses are of the whole population being surveyed means that it is not statistically robust to aggregate housing need data.

Reporting and Assessment

- 3.6.13** The results should be presented in an independent, balanced and objectively written report. Findings and conclusions should be summarised in plain English so they are easily understood by those not familiar with the process. It should also describe the methodology and report any non-standard approaches.
- 3.6.14** Where an HNA is undertaken to support a specific planning application, the report should be published in full as supporting evidence for that application.

How are surveys kept up to date

- 3.6.15** Typically, the results of a housing needs assessment are valid for three to five years.
- 3.6.16** It may be necessary to update a survey which is becoming out of date, but which is still needed to support an emerging housing development. A survey can be updated by contacting the earlier respondents identified as having a housing need and establishing through discussion whether they still require housing. This process can also be used to notify interested parties of a scheme's development and enables them to formally register their interest in a property to ensure they are considered when homes become available.

4 Affordable Housing

4.1 Affordable Housing Tenures

4.1.1 Affordable Housing is housing that is available for those who cannot meet their housing needs on the open market. Over the years the Government's definition of Affordable Housing has shifted to include different needs, means of assessing need and housing models, but the principle has remained the same. The Local Plan reiterates the current NPPF definition of Affordable Housing at section 3.4.

4.1.2 Notwithstanding the above, not all types of affordable housing included in the national definition are acceptable in National Parks. The National Parks Circular⁷, outlining national policy for National Parks and the Broads, requires the National Park "Authorities to maintain a focus on affordable housing and to work with local authorities and other agencies to ensure that the needs of local communities in the Parks are met and that affordable housing remains so in the longer term".

4.1.3 The outstanding natural beauty of our National Parks and the great weight afforded to that in national policy means they are not a place where unrestricted housing growth is supported. Development opportunities on Dartmoor are limited by environmental constraints and, as such, it is important to ensure that what housing is delivered meets local affordable housing needs in perpetuity. This ensures that affordable housing remains available for the benefit of Dartmoor's future generations, as a public good and potentially at a time when few additional development opportunities remain.

4.1.4 The following types of affordable housing are considered consistent with National Park policy:

- Social and affordable rent
- Intermediate shared ownership
- Intermediate discount market sale or rent, in perpetuity

4.2 Delivering Affordable Housing

4.2.1 The planning system delivers affordable housing in three ways:

- **cross-subsidy:** where open market housing is built and sold to fund the provision of affordable housing. The Local Plan seeks provision of 45% affordable on allocated housing sites
- **subsidy/grant:** where public subsidy is directly used to fund affordable housing provision, sometimes also included to 'top-up' a cross-subsidy scheme
- Affordable housing can also be funded by the applicant/owner by minimising land and build cost and not needing to achieve a profit from a development which is secured affordable in perpetuity with a S106 legal agreement.

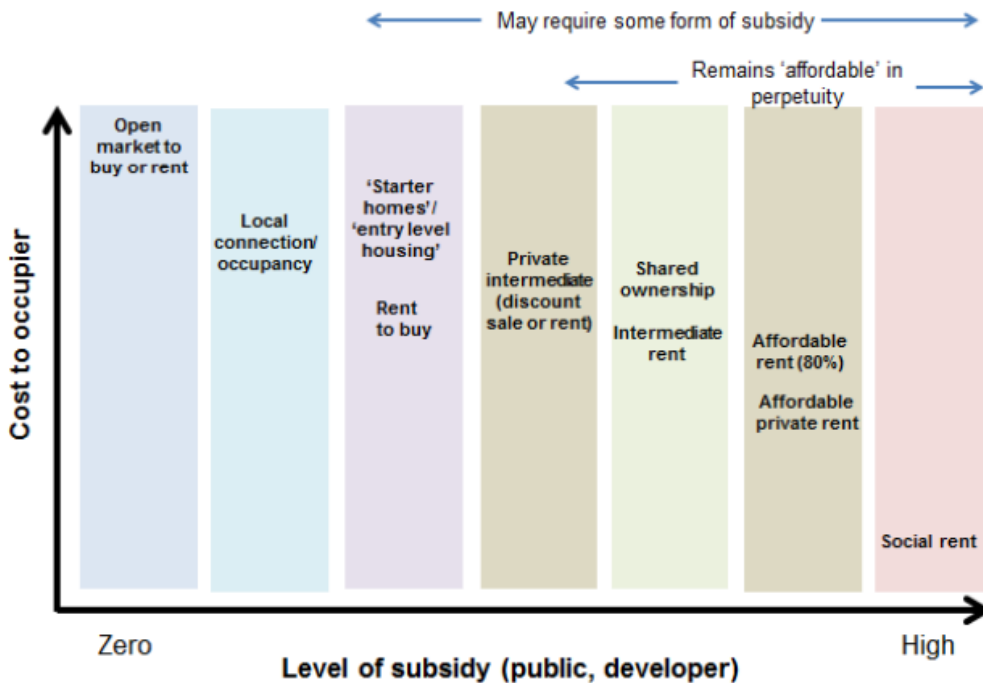
4.2.2 Housing Needs Assessments (HNAs) ask respondents questions on their income which can help in determining the ability of those in housing need to afford different housing tenures, with the principle being that applicants should be allocated to a tenure which meets their need, but requires the least subsidy or government support. Affordability is critical, though and a typical benchmark is that no more than 25% of gross household income is spent on housing

⁷ Defra (2010) [English National Parks and the Broads: UK Government Vision and Circular](#)

costs.

- 4.2.3** It's important to understand that different tenures of affordable housing are not equal in viability terms, some require more funding than others and many require some form of public subsidy to support their provision. The below illustrates how each affordable housing tenure influences development viability.

Figure 4.1 Comparing the level of subsidy needed for various affordable housing models with the prospective occupier cost



- 4.2.4** The Local Plan emphasises that the size and tenure of affordable housing be defined as closely as possible by the housing need identified (Strategic Policy 3.1). Where HNAs indicate a more affordable housing tenure is most suitable to meet a community's housing needs the overall level of affordable housing provision on a site may need to vary to accommodate this in development viability. Where the target affordable housing percentage set out in policy is not being met by a proposed development, DNPA requires submission of a development viability appraisal so that viability matters can be assessed in detail and by an independent expert where necessary (see section 12 for further guidance on viability appraisal).

4.3 Social and Affordable Rent

Social and Affordable Rent

- 4.3.1** Affordable rented and social rented housing is housing let by local authorities or registered providers to eligible households in affordable housing need. Affordable Rent is subject to rent controls that require a rent of no more than 80 per cent of the local market rent (including service charges, where applicable). Social rent is also let by local authorities or registered providers but is subject to greater rent controls, meaning rents are lower but service charges are excluded.
- 4.3.2** Affordable rented housing has become the predominant affordable rented tenure coming forward as part of development schemes on Dartmoor. As a rented tenure it reflects a more

viable component of development schemes, however it can in some areas of the National Park fail to meet affordable housing needs where incomes are low. Dartmoor's policy approach is to support the most appropriate tenure for meeting the need identified.

- 4.3.3** The Local Plan clarifies that under either social or affordable rent should not exceed the Local Housing Allowance rent cap, inclusive of any service charges.

4.4 Intermediate Shared Ownership

- 4.4.1** Intermediate housing aims to bridge the gap in housing need between affordable rent and market housing, where the household can afford to rent, but is not able to afford market prices. As housing price increases have out-stripped earnings in the National Park over recent years, this tenure of affordable housing has become more important.

- 4.4.2** Shared ownership housing has a helpful role to play in the affordable intermediate market. It provides a stepping stone to home ownership by enabling a household to save, or gradually acquire equity in a property and benefit from the movement of the housing market. The model does have significant challenges in the National Park, in particular around affordability, owners understanding of the model and its restrictions, and viability for the owner.

- 4.4.3** Shared ownership is generally provided on larger scale developments with a Registered Provider, where discount market sale homes are less suitable.

Staircasing

- 4.4.4** The process whereby someone acquires more equity in a shared ownership property is known as staircasing. In some cases, staircasing can allow leaseholders to gradually increase their equity share, until they own the property outright. They may then be able to sell on the open market.

- 4.4.5** Dartmoor National Park is identified as a [Designated Protected Area](#) (DPA) by sections 300 and 302 of the Housing and Regeneration Act 2008. Acknowledging that affordable housing is hard to replace in these areas, Homes England policy seeks to retain shared ownership stock or ensure that it is recycled. For shared ownership properties on Dartmoor regulations⁸, which apply regardless of whether the homes have received Homes England grant funding, require landlords to include the following in lease conditions:

- The leaseholder's equity share is restricted to a maximum of 80%; **or**
- Once the leaseholder has acquired a 100% share of the house, that when it becomes available for resale it is sold back to the landlord.

- 4.4.6** This approach generally has a positive impact on provision of shared ownership houses by improving choice of affordable homes on the market, ensuring housing is available to meet future housing need, improving land availability through higher landowner confidence that affordable restrictions will apply in perpetuity and ensures efficient use of land and resources in the National Park.

- 4.4.7** Where a lessee is struggling to sell their share of the property (for example, because they have acquired a large share), the Authority would normally look to the Registered Provider to buy back all or a proportion of the equity.

- 4.4.8** If the provider chooses to allow the leaseholder to acquire 100% equity, there should be a

⁸ The Housing (Shared Ownership Leases) (Exclusion from Leasehold Reform Act 1967) (England) Regulations 2009 and The Housing (Right to Enfranchise) (Designated Protected Area) (England) Order 2009

covenant which states that the leaseholder agrees to sell the property back to the provider or the provider's nominee, at market value. If the provider is unable to buy back the property an alternative registered provider may be nominated. It is expected that the landlord will be able to buy back the property by using Recycled Capital Grant Funding and/or private finance. If this is not possible, the provider should apply to Homes England to fund the repurchase⁹.

4.4.9 Under certain conditions it is possible for a local authority to apply to Homes England to waive the above conditions relating to a specific site, where the authority considers a site does not meet the criteria as to why an area should be protected and shared ownership stock provided in perpetuity. DNPA currently considers that these criteria apply to the whole National Park area and does not intend to seek a waiver.

4.5 Intermediate Discount Market Sale

4.5.1 DNPA's intermediate discount market sale model allows for affordable housing for rent or sale to be delivered privately at a 20% - 40% discount. This model restricts occupancy to local people in affordable housing need and a Section 106 Legal Agreement (s106) restricts the rent or sale price of the property each time it is let or sold.

4.5.2 A key principle is that properties built via this route must be of a sale or rental value which is within the reach of a qualifying person. The Local Plan (paragraph 3.4.6) provided a benchmark affordable house price of £150,000 to £165,000 in 2017 for two local earners purchasing a 2 bedroom 4 person house. Using the same methodology data from 2020 indicates a benchmark affordable house price is now £190,000 to £200,000, principally because of a 17.5% increase in average workplace-based earnings over this time.

4.5.3 At planning application stage a number of mechanisms are used to ensure the final sale or rental value of the intermediate is within reach of those whose needs it is intended to meet:

- Fixed discount
- Size
- Design and specification

Fixed Discount

4.5.4 The fixed discount applied to discount market sale properties is set by the s106. It is set at the time of application to reflect the likelihood of an affordable sale value being achieved. In arriving at the discount officers take into the value area the property is located in, its size, design and specification.

4.5.5 The methodology for applying the fixed discount and determining a property's final sale value is as follows:

- a) Calculate the property's open market value, taking into consideration recent sold prices in the immediate area
- b) Calculate the value of the property taking into consideration the s106 legal agreement which restricts occupation to a local person in affordable housing need. Typically resulting in a 10%-15% discount, but is for the valuer to determine.
- c) Establish the final property value by discounting the value of the property taking into consideration the s106 legal agreement (established in b) by the fixed discount set out in

⁹ Further guidance is available in Home England's [Explanatory Note](#)

the s106 legal agreement, between 20% and 40%.

Size

- 4.5.6** A property's size will significantly influence its value. The Local Plan (paragraph 3.4.7) limits the size of discount market sale dwellings to 93m², equivalent to a 3 bedroom 5 person house in national space standards. This will be strictly controlled at planning application stage.

Design and specification

- 4.5.7** High quality design is essential in the National Park, so a careful balance must be struck between good quality development and one that is unaffordable to those in housing need.
- 4.5.8** Plot size, design and specification materials are required to be modest and consistent with the fact the property is affordable. In particular the Local Plan states:
- Garages will not be acceptable, a modest car port may be.
 - The property should have a modest amount of garden space. Large gardens or associated land and buildings will not be acceptable.
 - The finish of the property must be carefully considered. Whilst we will seek a high standard of design and build including aspects of sustainable design, a high internal specification is not appropriate for this type of housing, and could make the property unaffordable for an eligible household.
- 4.5.9** The Local Plan clarifies that permitted development rights will normally be removed to control extensions and alterations (including loft conversion) to intermediate properties, this ensures the property does not become unaffordable through alteration. Alterations consistent with the above criteria will generally be acceptable.

Selling or letting an intermediate discount market home

- 4.5.10** To help those considering delivering intermediate discount market sale housing, the following summarises the process for the first and each subsequent sale or occupation of an intermediate discount market sale property:
1. S106 Legal Agreement is signed and planning permission is granted for the intermediate property, at which point a restrictive covenant is put upon the property's Title Deed preventing transfer of the property other than consistent with the s106
 2. The property is completed and the landowner notifies DNPA of their intent to sell or rent the property. If the owner intends to occupy the property themselves, they can complete the questionnaire at Appendix A and we will assess their eligibility.
 3. An independent valuation is commissioned by DNPA, at the landowner's cost, to determine the sale or rental value of the property. This valuation must be undertaken by a RICS accredited surveyor and follows the process described at 4.5.5.
 4. The property is marketed at the value agreed in the last step. The advert should make clear the property is subject to a s106 legal agreement restricting occupancy to local persons in affordable housing need.
 5. Prospective purchasers complete the questionnaire provided at Appendix A and submit to DNPA. We will assess the eligibility of prospective purchasers and inform the prospective buyer of their eligibility.
 6. The owner is free to sell or rent the property to an eligible person. DNPA will only decide whether a household is eligible or not, we will not require that the owner sell or let to one household in preference over another. If being sold, the purchaser will need to complete the Deed of Covenant included in the s106 legal agreement, this is submitted to DNPA and counter-signed.

7. Prior to sale DNPA provide the purchaser with a certificate of completion, confirming the s106 has been complied with and allowing for the property transfer to be registered on the Land Registry.

4.6 Housing Allocations Plan

4.6.1 An allocations plan is an optional document communities can use to provide additional detail on how affordable houses in a development should be allocated to qualifying people, in addition to the s106 legal agreement. The allocations plan can provide additional detail and processes provided these are consistent with and do not override the s106 legal agreement.

4.6.2 Allocations plans are written in partnership and agreed by the community, rural housing provider, Local Planning Authority and Housing Authority. All parties have to agree with the plan's contents and in so doing acknowledge and be flexible to each other's interests. A balance always needs to be struck between ensuring sufficient opportunity for local people to access affordable homes, minimising the amount of time homes are vacant for, and allowing the housing provider to operate efficiently.

4.6.3 In most cases an Allocations Plan will not be necessary to ensure a development is successfully allocated in accordance with national and local policy. Some examples of what allocations plan can achieve include:

- **Prioritising applicants** at stages of the eligibility cascade, e.g. prioritising applicants with a local connection to the parish of provision before those with a connection to adjoining rural parishes
- Setting the minimum **advertisement period** before allocations are made, e.g. requiring advertisement to last the length of the cascade timeframe before allocating
- **Providing guidance and clarity** on the s106 legal agreement requirements, e.g. extracting the s106 clauses and presenting them in plain English.
- **Clarifying other routes to housing allocation** the housing association may have to allow because of 'Rights' provided by national legislation, e.g. the Right to Mutual Exchange, the Armed Forces Covenant and the Right to buy.

4.6.4 An allocations plan does not have to introduce new processes or criteria, it can simply be there to help communities understand the complex and sometimes competing processes which are used to allocate homes.

4.6.5 A template allocations plan is provided at Appendix B.

4.7 Financial contributions in lieu of provision of affordable housing on-site ('commuted sums

4.7.1 In some cases, a financial payment can be made instead of providing affordable housing on-site; this is known as a 'financial contribution in lieu of affordable housing on-site' or 'commuted sum'. The Local Plan allows commuted sums in some circumstances, as it is recognised that it is sometimes difficult to provide affordable housing on small sites.

4.7.2 The Local Plan (section 3.5) sets out different approaches for allowing Financial contributions depending on site location:

- **Within Local Centres:** sites up to 5 units
- **Rural Settlements:** sites up to 3 units
- **Villages and Hamlets and the open countryside:** only where we consider provision is inappropriate because of:
 - The anticipated market value being too expensive for an affordable dwelling

- The feasibility of converting or adapting the building
- The impact the conversion or adaptation would have on the building

4.7.3 The Local Plan also clarifies that financial contributions will be calculated on a case by case basis given the range of land and property values and build costs across the National Park.

Calculating financial contributions

4.7.4 The Local Plan states (paragraph 3.5.4) that financial contributions should be calculated on an equivalence basis; the developer should be no worse or better off where they provide the affordable housing required on-site or as a financial contribution.

4.7.5 Financial contributions are calculated using these factors:

- **(A) Affordable house size:** this is 93m² and is based on the maximum permissible size of an intermediate affordable house in the Local Plan, see section 3.4
- **(B) Typical build costs:** based on analysis of BCIS average price data for flats and houses, averaged across West Devon, Teignbridge and South Hams, including 15% additional for external works and contingency¹⁰ and a notional additional cost to account for the recent introduction of Part L of the Building Regulations (2021)¹¹.
- **(C) Professional fees:** 10% of build costs required to deliver technical elements of the construction
- **(D) Plot value:** using average benchmark gross land values per hectare², which represents the lowest plot values landowners may accept, and a development yield of 35dph.

4.7.6 Viability testing suggests that seeking the total build costs (E) at Table 4.2 may not be viable in all of Dartmoor’s market areas. To ensure the developer is no better or worse off providing affordable housing off-site, rather than on-site, viability testing suggests 80% of the total build costs should be sought. The financial contributions for each affordable dwelling due is presented below (F):

Table 4.2 Financial contributions payable in lieu of on-site affordable housing

(A) Dwelling Size	93m ²
(B) Typical Build cost per m²	£1,679
(C) Professional fees 10% of A x B	£15,615
(D) Average plot value	£14,286
(E) Total Build costs = A x B + C + D	£186,048
(F) Total financial contribution sought for each affordable dwelling = E x 80%	£148,838

4.7.7 The value of contributions in lieu of provision of affordable housing will be updated from time

¹⁰ Published in the Dartmoor Local Plan [Whole Plan Viability Assessment](#)

¹¹ [Building Regulations Approved Document Part L](#)

to time to reflect changes. The above figures were up to date as of December 2022. Financial contributions will be reflected in a s106 legal agreement agreed as part of the decision. These agreements should include clauses stating when the local planning authority should be notified of completions and when funds should be paid.

4.8 Vacant Building Credit

4.8.1 The Government introduced Vacant Building Credit to incentivise brownfield development and regeneration. Provided certain criteria are met the credit allows developers to reduce their affordable housing obligations.

National Policy and Guidance

4.8.2 National policy (NPPF paragraph 63) and guidance¹² states that where a vacant building is brought back into any lawful use, or is demolished to be replaced by a new building, the developer should be offered a financial credit equivalent to the existing gross floorspace of relevant vacant buildings when the local planning authority calculates any affordable housing contribution which will be sought. Where there is an overall increase in floorspace in the proposed development, the local planning authority should calculate the amount of affordable housing contributions required from the development as set out in the Local Plan.

4.8.3 For example, where a qualifying vacant building with a gross floorspace of 800 m² is demolished as part of a proposed development with a gross floorspace of 1000 m², any affordable housing contribution should be a fifth of what would normally be sought.

4.8.4 Guidance states it is a matter for local planning authority to judge what is a qualifying vacant building, but clarifies:

- The provision applied to previously developed land only, this excludes:
 - land that is or was last occupied by agricultural or forestry buildings;
 - land that has been developed for minerals extraction or waste disposal by landfill, where provision for restoration has been made through development management procedures;
 - land in built-up areas such as residential gardens, parks, recreation grounds and allotments; and
 - land that was previously developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape [abandonment].
- In deciding whether a use has been abandoned account should be taken of all relevant circumstances, such as:
 - the condition of the property;
 - the period of non-use;
 - whether there is an intervening use; and
 - any evidence regarding the owner's intention
- In considering how the vacant building credit should apply to a particular development, local planning authorities should have regard to the intention of national policy and that the policy is intended to incentivise brownfield development, including the reuse or redevelopment of empty and redundant buildings. In doing so, it may be appropriate for authorities to consider:
 - whether the building has been made vacant for the sole purposes of re-development; and
 - whether the building is covered by an extant or recently expired planning

¹² [National Planning Policy Guidance – Planning Obligations](#)

permission for the same or substantially the same development.

Additional definitions

4.8.5 Paragraph 3.1.13 of the Local Plan provides further requirements, that:

- The provision applies to previously developed land only
- All floorspace will be calculated using gross internal floor area (GIFA)
- The whole building needs to be vacant, not just a single planning unit or part of the building and the provision does not apply to buildings which have been abandoned
- The applicant must demonstrate that the building has been vacant for a continuous period of 3 years preceding the day the planning application is valid
- Credit will not be applied to building(s) which have been made vacant for the purpose of redevelopment or where a building is covered by an extant or recently expired planning permission for the same or substantially the same development
- Where vacant building credit is applied, the full affordable housing obligations will be sought as a percentage of the remaining floor space viability
- Where a vacant building credit calculation results in a part dwelling requirement this will be rounded up to the next whole affordable dwelling
- Vacant building credit provisions do not apply to rural exceptions site

4.8.6 In addition to the above this guidance clarifies that eligible buildings should also comply with s40 of the Community Infrastructure Levy Regulations 2010. The following buildings are not considered eligible for vacant building credit, buildings:

- into which people do not normally go
- into which people go only intermittently for the purpose of maintain or inspecting machinery; or
- for which planning permission was granted for a limited period

Worked example

4.8.7 For clarity, a simple worked example of calculating vacant building credit is provided below.

4.8.8 A proposal to provide 10 dwellings at 90m² each (900m² total floorspace) in place of a 200m² vacant building which is to be demolished. Policy would require at least 45% affordable housing, which means 5 affordable units would be required (rounded up from 4.5). From this baseline, the credit is applied by discounting the floor area of the vacant building as a proportion of the proposed new development. The vacant building is 22% of the new development, which is then used to discount from the baseline affordable housing requirement. A discount of 1.1 affordable homes is applied, this is then rounded equating to a requirement for 4 affordable homes for the development.

5 Custom and Self-Build Housing

5.1 Definition of custom and self-build housing

5.1.1 A custom and self-build house is a house built or commissioned by an individual for their own use, and to which they have had a significant influence over the design, layout and specification. Custom and self-build housing may be brought forward by either individuals or associations of individuals, provided the house is to be occupied by those individuals as their principal residence.

5.1.2 In legal terms there is no distinction between custom build housing and self-build housing, they share the same definition in the Self-build and Custom Housebuilding Act 2015. Typically though, the term custom build refers to a home where a build is commissioned, whereas self-build means that the owner has been more practically involved in its construction.

5.1.3 To help us decide whether a proposed home meets the above definition, we will need evidence that the initial owner/occupier of the home has had significant input into its final design, layout and specification. If we are not satisfied this test has been met, the home will not be considered as being a custom or self-built dwelling, and may potentially not get planning permission.

5.1.4 For the avoidance of doubt the following would not be considered to meet the definition of a custom and self-build home:

- a developer or small builder building a home, and selling it on the open market;
- the initial owner/occupier of the home choosing a design from a collection of stock designs offered by a developer or architect
- the initial owner/occupier has been involved in only minor alterations to the design of a home, such as external material finishes, choice of kitchen/bathroom or internal layout
- if there is no evidence the initial owner/occupier had significant input into the design of the building, even if the building appears to be a 'one-off' bespoke design; or
- if an applicant has submitted a reserved matters application with house design and layout etc. for approval before marketing the plots to self-builders.

5.2 Types of custom and self-build housing

5.2.1 The Local Plan permits the following types of custom and self-build housing to come forward in the National Park in certain locations/scenarios:

- Open market: unrestricted housing
- Local needs: restricted to occupation by a Local Person in perpetuity and restricted to 93m² in size
- Affordable: restricted to occupation by a Local Person in affordable housing need in perpetuity, with a value discounted by 20% - 40% and size to reflect the need

5.2.2 Local Plan Strategic Policies 3.3, 3.4 and 3.5 detail how the different types of custom and self-build housing can come forward in each settlement type, Table 5.1 summarises this. Open market Custom and Self-Build housing can come forward anywhere where open market housing is acceptable in policy. It may also be acceptable to mix affordable tenures (e.g. affordable rent, shared ownership, intermediate or affordable custom self-build) provided

these respond to an identified need for affordable housing.

Table 5.1 Summary of the Local Plan's minimum delivery requirements for different types of custom and self-build housing

Site Location	Site Type (dwelling number)			
	≤ 3	≤ 4	≤ 5	≥ 6
Within Local Centre	45% affordable; or 100% Local Needs			45% affordable
Within Rural Settlement	45% affordable; or		45% affordable	
Within Village and Hamlet	100% Local Needs			
Adjoining any settlement	100% affordable			
Open Countryside	Not permitted			

5.2.3 Affordable Custom and Self-Build Housing can be challenging to deliver. To qualify, eligible custom and self-builders need to be able to demonstrate they are in housing need, meaning they are unable to purchase or rent suitable accommodation on the open market. At the same time they must also be able to raise the funds to complete the build. These two requirements can work against each other to mean only a small portion of people are eligible for this product, this has constrained delivery in the past. Mortgages and loans are available for custom and self-build houses, but they are specialist products typically less competitive than high street mortgage products. Affordable custom and self-build housing could come forward:

- Via serviced building plots sold below market value and subject to a legal agreement that restricts the resale value of the completed property;
- As 'self-finish' shared ownership homes – for example where a housing association or Council constructs the homes to waterproof 'shell' stage, the initial owner/occupier enters into a shared ownership lease and completes the property. Once the work is satisfactorily completed this earns the homebuilder an equity share in the property, which means they need a smaller mortgage or a lower deposit;
- Where an initial owner/occupier may have access to a cheap or free plot of land, or a building suitable for conversion, and builds or commissions a home on a careful budget. They would sign a Section 106 legal agreement requiring the resale of the home is restricted to an eligible household for a 20% - 40% discount.

5.3 Identifying need and eligibility

5.3.1 Local Plan Strategic Policies 1.3 and 3.2 establish how housing need should be identified before the principle of housing development is considered acceptable. As with other housing types, need for custom and self-build housing should be identified in accordance with the settlement hierarchy and as described in section 3.3. This ensures that smaller, more sensitive settlements do not meet the development needs of larger settlements, and land in the National Park is used to best effect.

5.3.2 Applications for Detailed/Full Planning Permission: The bespoke nature of custom and self-build housing means that the occupier must be present at the detailed application stage so the Authority can confirm they have had sufficient input into the design. This allows for need to be established at the pre-application or application stage by assessing whether the applicant is an eligible household for that particular tenure.

5.3.3 Applications for Outline Planning Permission: If eligible custom and self-builders are not yet identified, we will take a case-by-case approach taking into account the number and type of custom and self-build housing proposed. Given the inherent difficulties with Affordable Custom and Self-build Housing, we are more likely to require evidence of need on these sites,

particularly for larger sites. For Local Needs Custom and Self-Build there is more likelihood of a need already existing.

5.3.4 Establishing eligibility early in the process will give all stakeholders comfort the project can progress. We can confirm whether potential custom and self-builders are eligible if they register to our [Custom and Self Build Register](#).

5.3.5 Affordable and Local Needs Custom and Self-Build will be controlled through a s106 Legal Agreement. This will include the following key features:

- **Restriction upon the title deeds**, to ensure no sale or transfer is completed without a certificate from the Authority confirming the s106 has been complied with
- **Restriction on the original owner/occupier**, for whom the home is built for, to live in the property as their principal home for at least 3 years from practical completion
- **Restrictions on occupation**, to ensure it is occupied only by a Local Person in perpetuity, or in the case of affordable models an eligible household, one that contains a Local Person and is in affordable housing need
- **Restrictions on disposal**, to ensure sale of plots is undertaken consistently and overseen by DNPA

5.4 Custom and Self-build Register

5.4.1 DNPA keeps a register of people looking for land in the National Park on which to build their own home. The register is in two parts. Individuals or associations of individuals who apply for entry on the register and meet all the eligibility criteria must be entered on Part 1. Those who meet all the eligibility criteria except for a local connection test must be entered on Part 2 of the register. Interested applicants can apply to the register [online](#).

5.4.2 We have a duty to grant sufficient planning permissions to meet the demand indicated on Part 1 of the register while carrying out our planning, housing and regeneration functions. We report on the register in our [Authority Monitoring Reports](#).

5.5 Design considerations

5.5.1 A key benefit of custom and self-build housing is that self-builders are often willing to invest time and money into developing unique high-quality proposals which can, over time, help improve an area's overall design quality. This is simpler to achieve on a one unit scheme where design ques can be taken from the surrounding built environment. On larger self-build schemes however, there can be significant challenges ensuring the scheme has design coherence, with different visions, materials, and techniques being employed on each plot by different applicants, self-builders and/or their contractors.

5.5.2 We will expect to see sufficient information at detailed planning application stage to assess a scheme's entire design. This could require a number of self-builders to collaborate and ensure their designs are coordinated and complementary. Alternatively, where a single plot is coming forward on a larger scheme a design code could be developed to control the design of future dwellings, this should be carefully considered though as a design code could detract other self-builders joining the project. For larger schemes we encourage all self-builders to submit a detailed application together, it may also be of mutual benefit to appoint the design team together, or at least select those used to working together.

5.5.3 Affordable and Local Needs Custom and Self-Build Housing are both restricted in size:

- **Intermediate Affordable Custom and Self Build Housing:** restricted in size to reflect the need identified (see Strategic Policy 3.1) up to a maximum of 93m² (GIA), ensuring that the house remains within reach of those in affordable housing need

- **Local Needs Custom and Self Build Housing:** restricted to 93m² (GIA), ensuring the property is most likely to help meet Dartmoor's housing needs in the future, as evidence suggests larger housing is beyond average earners

6 Gypsy and traveller Accommodation

6.1.1 The Local Plan includes a criteria-based policy to respond to Gypsy and traveller accommodation needs; it does not proactively identify sites for pitches. This is appropriate because –

- a) There is a low level of need for Gypsy and traveller accommodation in the National Park, and
- b) This means it is not a strategic issue, and any need arising is best met reactively, Furthermore,
- c) any sites identified may not be in a location which is appropriate to meet the need which may arise, and it is therefore better to respond to the specific need at that time.

6.1.2 The policy aligns with the Government Guidance for traveller sites¹³ and reflects the broad strategy of the Local Plan; seeking development which is in the most sustainable location and of a scale a nature which conserves and enhances the National Park.

6.2 Assessing Needs

6.2.1 The most recent Gypsy and Traveller Accommodation Assessment (GTAA) was undertaken in partnership across Devon in 2015. It is currently being reviewed¹⁴. Planning applications for Gypsy and traveller accommodation in the National Park should be based upon the most up to date information from the strategic GTAA and supported by a clear statement of need which demonstrates what the need is and how that need will be met through the proposed development. Whilst a site-specific needs assessment is not requirement, additional information which helps to demonstrate the scale and nature of the need can be beneficial to support an application. In considering proposals, DNPA will seek advice from the Housing Authority and Devon County Council's Gypsy and Traveller Liaison Officer to establish the validity of the need relative to the proposed development.

6.3 Identifying Sites

6.3.1 Local Plan Policy 3.11(2) sets out that permanent or transit Gypsy and traveller sites must be within, adjoining or well related to a Local Centre or Rural Settlement. A development's location is key to its sustainability and the ability for its residents to access services and facilities and integrate with the local community.

6.3.2 For clarity the definition of 'well-related' is provided at Local Plan paragraph 3.10.3 which states locations which are well-related to a settlement must:

- take a sequential approach, considering previously developed land first, and flood risk;
- be within a reasonable and safe walking distance of the centre of the settlement;
- have a safe suitable highway access;
- have reasonable access to utilities, with any new telephone or electricity connections being placed underground;

¹³ <https://www.gov.uk/government/publications/planning-policy-for-traveller-sites/planning-policy-for-traveller-sites>

¹⁴ Any new assessment will need to take into account the judgement Lisa Smith -v- The Secretary of State for Levelling Up, Housing and Communities

- be of a size which is proportionate to the adjacent community; and
- be consistent with other relevant policies within this Local Plan, including matters of landscape character, tranquillity, and the natural and historic environment

7 Rural Workers' Housing

7.1 Rural Workers' Housing

- 7.1.1** Rural workers' dwellings are homes needed for workers of land-based rural enterprises. Land-based enterprises include those directly involved in producing from the land, such as farming and forestry. Rural workers' dwellings can be needed so workers can operate their businesses successfully, as they have an essential need to be located near their place of work at most times.
- 7.1.2** New housing in the open countryside is restricted in Dartmoor National Park. National and local policy only allow rural workers' dwellings in open countryside locations as a policy exception, where certain tests are met.
- 7.1.3** In most circumstances rural workers will be able to meet their accommodation needs by occupying existing houses in settlements or the open countryside. Where workers struggle to afford accommodation they should apply to Devon Home Choice, the housing register. If identified as in housing need, rural workers can bid on accommodation and this information can also be used to understand current housing need and the need for further affordable housing development.
- 7.1.4** There are three tests (described in more depth later in this chapter) set out in Policy 3.9 that need to be met for new rural workers housing to be considered acceptable in principle:
1. it is justified by an **essential need** for a full-time rural worker in agriculture, forestry or other rural land-based business to live permanently at or near their place of work;
 2. the business has been established for at least three years, profitable for at least one, is currently **financially sound** and has a clear prospect of remaining so; and
 3. the business and land management activity contributes to the **conservation and/or enhancement** of the National Park's Special Qualities.

Essential Need

- 7.1.5** The first test requires there must be an essential need for one or more worker to be readily available at most times at or near the place of work to ensure for the proper functioning of the enterprise. Whether this is essential in any particular case will depend on the operational needs of the enterprise. For the functional need to be established, we will expect the following requirements to be met:
- a genuine need to live on the site and to be available at short notice at all times, and that this cannot be achieved by living nearby;
 - it is not possible for the rural enterprise to run effectively without having the worker living on site;
 - no one undertaking the essential functional work already lives at the rural enterprise, or insufficient provision exists if there is a functional need for more than one worker;
 - there is no dwelling available at the rural enterprise for occupation by the worker; and
 - there is no suitable dwelling nearby available for occupation by a worker.
- 7.1.6** It's important to stress this policy test is not about ease, convenience or personal preference;

it assesses whether there is an “essential need” for the worker to be resident on site for the enterprise to function properly. It is recognised that many activities can be carried out more conveniently if a worker lives on site, however convenience does not constitute an essential need. With prudent and careful management rural enterprises do often operate without the need for a resident worker to live on-site.

7.1.7 In assessing whether there is an essential need we will consider (amongst other things):

- the enterprise’s scale and nature;
- the potential for things to go wrong which would require urgent attention at short notice;
- the frequency of these events and their potential to have a serious impact on the functioning of the enterprise;
- the ability for automation to mitigate risk; and
- the period of time and seasonality over which a need may occur and the accessibility and suitability of nearby accommodation.

7.1.8 An enterprise’s scale should give an indication of the likelihood and frequency of things arising which need urgent attention, small-scale enterprises are therefore less likely to be able to justify an essential need. For a dwelling to be justified at the rural enterprise the risk of problems occurring, or the need for rapid intervention, needs to be of a scale that cannot be addressed by an off-site worker.

7.1.9 Example circumstances where an essential need could be demonstrated include:

- farm animals or agricultural processes (of sufficient scale) requiring 24 hour attention and where otherwise there would be an identified risk to human or animal health;
- to deal quickly with emergencies that could cause large-scale and serious loss of crops or products, that cannot be controlled by automation or good management practices alone; and
- an assortment of many different activities and regular issues in the day and night which accumulate to a sufficient scale to demonstrate a 24-hour need for an on-site worker.

7.1.10 Example circumstances where an essential need would not typically be demonstrated include:

- security needs, which can be met by good management and technology
- crop or horticultural watering, which can be met by good management and automation
- part-time worker needs, where workers are only needed seasonally or for short periods and not throughout the year, such as fruit picking
- a dwelling exists on the holding, but is occupied by a household not directly working on the holding
- a dwelling or building capable of forming one has recently been disposed of from the holding, within the last 20 years

Financial test

7.1.11 The financial test seeks to ensure that the business for which a dwelling is sought is profitable and likely to remain so. This safeguards against the possibility of the business closing and the dwelling not being needed, either because of genuine circumstances or by the applicant’s

design to circumvent restrictions on new housing in the open countryside.

7.1.12 The policy requires that for permanent dwellings the business should have been operating for 3 years and profitable for at least one of those years. To ensure businesses are profitable they will be required to submit a rural business appraisal, which provides:

- a full description of the business and all its activities, including any diversification;
- three years of accounts including all incomings and out-goings related to all activities, supported by evidence such as a tax return; and
- a 5 year business plan showing how the business and its profitability is expected to evolve in the future.

7.1.13 We will use annual minimum wage for a 37 hour week as a benchmark level of income for an individual worker (in 2022 this was £18,278). This profitability will need to be directly from the activities related to the essential need for an on-site worker, they should not be from diversification or other unrelated activities.

7.1.14 To allow us to assess the enterprise's viability and the size of dwelling the enterprise can sustain detailed and up to date accounts, verified by an appropriately qualified person, will be required. This should include all business accounts relevant to the holding. Importantly an agent's summary of activity and opinion enterprise is financially sound will not be acceptable, the assessment of financial soundness is a judgement for the local planning authority.

7.2 Temporary Rural Workers' Dwellings

7.2.1 Local Plan Policy 3.9 allows for a temporary dwelling to support the establishment of a new rural enterprise, typically in the form of a caravan or mobile home. Policy allows a temporary dwelling for three years to demonstrate profitability can be achieved and confirming the operational needs of the enterprise.

7.2.2 An application for a temporary dwelling should be supported by:

- a) Evidence the enterprise will meet the same functional test outlined in paragraph 7.1.5 to 7.1.10;
- b) Evidence there is a clear intention and ability to establish and develop the enterprise;
- c) Evidence the enterprise has been planned on a sound financial basis, demonstrated with a 5 year business plan; and
- d) Other documents as indicated by Local Plan Policy and the Local Validation Checklist.

7.2.3 As part of the business plan the applicant should make clear the intended growth of the business and make clear what land this will require, if land will be owned or tenanted, what additional buildings may be required, and any income relied upon not generated through the business. The business plan will also need to include a clear and convincing rationale for the budgets and projections included. It should demonstrate the business will be profitable and be capable of supporting a permanent dwelling by at least the final year of the temporary consent. The temporary consent period will be 3 years and successive extensions to this period will not normally be granted.

7.2.4 After the trial period a permanent rural workers' dwelling will only be approved where the business meets the financial tests set out in paragraphs in paragraph 7.1.11 to 7.1.14.

7.3 Seasonal workers' dwellings

7.3.1 Where the functional need for a rural worker is seasonal, the Authority will carefully consider the case for worker's accommodation and consider granting consent for temporary accommodation for the seasonal period only. This accommodation will need to be temporary and mobile, and stored off-site outside the seasonal period.

7.4 Size of rural workers' dwellings

7.4.1 The Local Plan Policy 3.9 requires that rural workers' dwellings are sized to reflect the evidenced need and are limited to 106m² (GIA). This policy builds upon Strategic Policy 3.2 which requires that all housing in the National Park does not significantly exceed nationally described space standards to ensure that new housing is best positioned to meet affordable and market housing needs arising within the National Park, where average earnings are significantly out-stripped by high housing prices.

7.4.2 In relation to rural workers' housing the policy seeks to ensure that new housing is modest and assists the long term affordability of farm holdings. Access to farming for new and young farmers is exceptionally difficult due to high land and property costs, ensuring houses are reasonable and in-step with need is one measure which helps affordability.

7.4.3 The 106m² (GIA) size restriction is equivalent to a two storey 4 bedroom 5 person house, inclusive of a 9m² boot room. This restriction is the upper limit of what is permissible for a rural workers' dwelling, the appropriate size for an individual case will be established based on:

- Household need: the number of people in the household
- Space standards: the relevant nationally described space standard for the household size
- Boot room: allowance for a boot room of around 9m²
- Design considerations: some allowance within the 106m² to ensure a high quality design is achieved, the design need for any additional floorspace must be convincing and clearly justified and will not be applicable in every case

7.4.4 Some rural enterprises may also require office space for administrative tasks. The above space standard does not include office space, and it may be justified in addition to the 106m² size restriction. Offices won't always be necessary and many rural workers won't need any, especially if they are not managing the enterprise. Where an office is needed its size should be related to the number of staff using it and in most cases it will simply be a single person, in which case 10m² is considered ample. Larger enterprises with multiple employees may require larger office premises, which will be considered on a case-by-case basis with regard to the identified need. Regard should also be had to whether the office is located within the dwelling or elsewhere on the enterprise, an office for multiple employees should not be located within a dwelling.

7.5 Additional accommodation on existing farms

7.5.1 Policy 3.10 and Policy 5.9 aim to support existing farms access workers and diversify, these policies allow two alternative routes to creating additional accommodation on farms. The policies are intended as alternatives and so only one of these policy options may be pursued on any farm holding.

Policy 3.10 residential annexes to support farming – this policy allows for an annex of up to 40m² (GIA) for a rural worker, where there is a need for additional worker accommodation.

- 7.5.2 The policy allowance for an annex is intended to support the need for additional accommodation on a farm, which may be needed by temporary workers or to support older farmers into retirement. Eligible farms will need to demonstrate there is a genuine need for additional accommodation. This requirement will not have to demonstrate an essential need for a full-time worker, but there should be certainty that accommodation will be used for a rural worker and there are clear benefits of this for the business and/or wider rural economy.
- 7.5.3 The annex may be delivered through a new building or conversion of an existing building. However, proposals will also be required to comply with other Local Plan policies particularly those ensuring conservation of the historic and natural environment.
- 7.5.4 The maximum size of the annex is 40m² (GIA), which corresponds to a single storey one bedroom studio in nationally described residential space standards.
- 7.5.5 To ensure the original dwelling and annex remain associated with farming, both the existing dwelling and the annex will be subject to a condition restricting occupancy to a rural worker. Where the existing dwelling has no such restriction, then to benefit from the policy this should be applied as part of the planning application process. On approval the annex will also normally be subject to a condition removing permitted development rights, which helps ensure the overall design and affordability of the dwelling can be managed.

Policy 5.9 Farm diversification – this policy allows for the conversion of a redundant building to a Local Needs dwelling or holiday let tied to the farm business via s106 legal agreement.

- 7.5.6 The policy allowance for a Local Needs dwelling or holiday let aims to support farm diversification by allowing for supplementary income to be generated from property letting, and safeguarding against severance through a legal agreement.
- 7.5.7 The proposal must be delivered through conversion of a suitable redundant historic building consistent with Strategic Policy 2.8. To meet Strategic Policy 2.8's requirement to investigate lower impact commercial uses, prior to higher impact residential uses, a business plan should explore different conversion options and clarify how any proposed residential use is likely to benefit the farm enterprise when compared against reasonable alternatives.
- 7.5.8 The overall conversion size is limited to 93m² (GIA), although this will be applied pragmatically with the nature of the existing building being considered and ensuring conservation of the historic environment is achieved.
- 7.5.9 A proposal for a holiday let will be restricted so that no occupant occupies the accommodation for a single or cumulative period exceeding 28 days in any calendar year. A proposal for a Local Needs dwelling will be restricted to occupation by a Local Person (see definition at Local Plan section 3.3), with priority given to those with a local connection to the parish of provision, and be tied to the farm enterprise, together with the original dwelling, by an anti-severance agreement (see further guidance at section 7.6).

7.6 Planning conditions and anti-severance obligations

- 7.6.1 Policy 3.9 sets out the controlling conditions and requirements for legal agreement that will be attached to any grant of permanent planning permission for a rural workers' dwelling. It requires both an occupancy condition and anti-severance legal agreement are in place prior to consent being granted.
- 7.6.2 An occupancy condition requires the dwelling only be used for the needs of the rural enterprise, it will normally be applied to the dwelling for which planning permission is sought, but can also be imposed to restrict occupancy of other associated dwellings on the same

holding as indicated by policy.

- 7.6.3** Severance is when a rural workers' dwelling and its land are separated, which in time can lead to the dwelling's rural workers' restriction no longer being needed, but the same land being used to justify a new dwelling elsewhere. There is a high risk of severance in the National Park, but limited ability of Dartmoor's sensitive landscape to accommodate new housing. The Local Plan strategy is to ensure this development pattern is prevented via anti-severance agreements.
- 7.6.4** An anti-severance agreement is a legal agreement which prevents the separate sale of land and the dwelling. The obligation ensures that the land used to justify the workers' dwelling stays with the dwelling, and the two are not separated. The agreement should be applied to allow flexibility for the applicant when selling and tenanted farmland. For this reason only a core area of land will generally be included within the agreement, this area of land should be capable of supporting the farm business and its workers and meet the financial test for rural workers' dwellings. Land in this core area cannot be sold or formally tenanted, and must remain as part of the business. Land not included in the core area can be bought and sold without restriction. The agreement should also allow for the agreement's core area to be swapped, provided the entire area continues to meet the financial test.

8 Determining eligibility for different housing types

8.1 Eligibility for occupying different housing types

8.1.1 To ensure houses built in the National Park to meet local needs are retained for that purpose, their occupancy is often controlled. Occupancy restrictions ensure houses are prioritised for the communities they were built to benefit. The following summarises how occupancy restrictions are applied to certain housing types in the National Park.

Housing type	Occupancy restriction	Occupancy Controlled by	Party responsible for determining eligibility
Social and Affordable Rent	Local person in affordable housing need	S106	Housing Association
Intermediate Shared Ownership			DNPA
Intermediate discount market sale			DNPA
Local needs custom and self-build	Local person	Condition	DNPA
Rural Workers' Housing	Rural worker employed or last-employed in the relevant industry	Condition	Owner/Occupier
Gypsy and traveller	Person meeting statutory definition of Gypsy and traveller	Condition	Owner/Occupier
Low Impact Residential	Tied to the specific low impact lifestyle and business case which justified the development	S106	DNPA

8.2 Local Persons

8.2.1 Housing in the National Park is predominantly delivered to meet local needs. As such, many of the housing types above require eligible occupants to be a Local Person. Local Person is defined in the Local Plan, at section 3.3, as a household containing at least one person who:

- currently lives in the relevant Parish(es) and having done so for at least 5 years;
- has lived in the relevant Parish(es) for at least 5 years, but moved away within the last 5 years;
- is currently employed within the relevant Parish(es), working for not less than 16 hours per week, and having done so for at least 26 weeks out of the preceding year; and
- has a strong connection to the relevant Parish(es) by virtue of, for example: upbringing, employment, or having a requirement to provide substantial care for a close relative who currently lives in the National Park and has done so for at least 5 years.

8.2.2 When determining whether someone is local the s106 will generally apply priority to the geographic area where housing need was identified to justify the development. This ensures homes are prioritised for the communities they were built for. The geographic area used to determine housing need, discussed in section 4, is as follows:

Development within a Local Centre, but not Princetown: parish where the development is taking place and adjoining parishes which are wholly or substantially within the National Park

Development within a Rural Settlement, including Princetown: parish where the development is taking place and adjoining rural parishes which are wholly or substantially within the National Park

Development within a Village and Hamlet: parish where the development is taking place and any adjoining rural parishes as agreed with that parish

8.2.3 The Local Person definition has various criteria and a person can be eligible as a local person under any one criterion. Within a household only one person needs to be eligible for that household to be considered local.

8.2.4 There is some flexibility as what may be considered a 'strong local connection', this term is intentionally not defined in absolute terms. Below are some examples of what we would consider satisfactory to demonstrate a strong local connection:

- A person with a close family member (parent, sibling, dependents, including equivalent connections 'in law' and through an unmarried partner) who is living in the relevant parish(es) and has done so for a period of 5 years
- A person who is providing substantial care to a close relative (grandparents, grandchildren, uncle, aunt, niece, nephew)
- A person whose upbringing or a significant part of their upbringing took place in the relevant parish(es)
- A person who has spent a significant amount of time (normally more than 5 years) living or working in the relevant parish(es) in the past

8.2.5 For meeting the Local Person criteria through employment applicants will need to demonstrate that their main place of employment is within the relevant geography of need (see section 3.3). For employees who are not office-based, this will be where their employer is registered, For employees working from home, the Authority will only accept a home address as their employment address if the employee has a full time working from home contract of employment.

Where no local person is found ('the Cascade')

8.2.6 Where no local person is found within the relevant parish(es) the s106 will include allowance for an eligible person to be found from a wider geographic area. This process is known informally as 'the cascade' and ensures that homes are not left unoccupied. The process is different for sale and rental properties:

For social and affordable rented properties: Two weeks notice should be provided to DNPA and the relevant Parish Council(s) prior to advertising on Devon Home Choice (or equivalent Housing Register). The advertising periods should be at least two-weeks long. Where no local person can be found within the resulting shortlist then priority should be given first to applicants with a local connection to Dartmoor National Park, then to applicants with no local connection. Because this cascade is short, homes should be released in staggered tranches with no more than 5 in Villages and Hamlets and Rural Settlements, or 10 in Local Centres being advertised at any one time.

For intermediate sale properties: Following 4 weeks of marketing local person eligibility may extend to those with a local connection to Dartmoor National Park.

8.3 Eligibility for Affordable Housing

Confirming eligibility for Affordable or Social Rented Housing

8.3.1 Persons eligible for social or affordable rented affordable housing on Dartmoor must be local and in affordable housing need.

8.3.2 Households considered in affordable housing need for rented accommodation are those assessed and placed on the Housing Register (Devon Home Choice) in Bands A-D:

Band A - Emergency Housing Need

Band B - High Housing Need

Band C - Medium Housing Need

Band D - Low Housing Need

8.3.3 Households not placed in the above bands or placed in Band E are not generally considered to be in housing need. However, the Authority may still consider a household to be in housing need where its income is insufficient to enable them to afford or to sustain to rent or purchase a property suitable to their needs in the parish. To assess this the Authority will use the following standard benchmarks of affordability:

- **For rented affordable housing:** no more than 25% of gross household income is spent on housing costs; or
- **For sale affordable housing:** a mortgage 3.5 times gross household income cannot be afforded, taking into account earnings and savings.

Confirming eligibility for Intermediate Shared Ownership Housing

8.3.4 Persons eligible for intermediate shared ownership affordable housing on Dartmoor must be local and in affordable housing need. Housing associations will typically work with Help To Buy South to assess applicants for shared ownership properties.

Confirming eligibility for Intermediate Discount Market Sale Housing

8.3.5 Details of the Authority's discount market sale model are available at section 4.5. At paragraph 4.5.10 a detailed summary of the process for transferring or selling intermediate discount market sale properties is provided.

8.3.6 Prospective purchasers of an intermediate discount market sale property should complete an eligibility questionnaire (see Appendix A) and return to the Authority for assessment. If the questionnaire indicates a prospective purchaser is likely to be eligible, evidence will be sought to corroborate the questionnaire. Evidence may include identification, proof of earnings and savings, credit report(s), and other information relevant to the applicant's financial status. Once the Authority has sufficient evidence it will determine a household's current eligibility using the criteria above. If eligible, prospective purchasers may inform the agent and progress with the purchase.

8.3.7 The Authority can only advise whether a household is eligible to occupy an intermediate home, it cannot give priority or force sale of a property to a particular party. If more than one eligible purchaser has been identified, the seller is free to decide which they sell to.

8.4 Eligibility for Local Needs Custom and Self Build Housing

8.4.1 Persons eligible for Local Needs Custom and Self-Build Housing must be Local People with a

connection to the geographic area where housing need is identified from to justify the development, as set out in Strategic Policy 1.3, 3.1 and reiterated at paragraph 5.3.1. Importantly it is not possible for someone with a connection to a Local Centre to bring forward a self or custom build proposal in a Rural Settlement or Village and Hamlet, it is a principle of the Local Plan's settlement strategy that to assist conserve and enhance their special character smaller settlements are not expected to meet the development needs of larger settlements.

8.4.2 The bespoke nature of custom and self-build housing means that the initial occupier must be present at the detailed application stage so the Authority can confirm they have had sufficient input into the design to meet the custom and self-build definition. This allows for need and eligibility to be established at the pre-application or application stage simply by assessing applicants for eligibility as part of the application process.

8.4.3 Planning permission will be issued subject to a s106 agreement. Where the original applicant does not wish to proceed with a custom self-build development, any occupier will be required to submit a revised design to meet the requirement that the development is custom and bespoke to them.

8.5 Eligibility for Rural Workers Housing

8.5.1 Local Plan Policy 3.9 requires that rural workers housing is granted planning permission subject to:

- an occupancy condition requiring the dwelling only be used for the needs of the rural enterprise; and
- a legal agreement which ties the dwelling to the holding and ensures the dwelling is not sold separately from the land in the future.

8.5.2 The onus is on the owner and occupier of the property to ensure that the occupier complies with the dwelling's condition and legal agreement. The Authority will not make a formal decision on whether applicants are eligible, but we can provide advice on the face of any information provided.

8.5.3 The standard condition wording will require that occupation of the dwelling is limited to a person, and their household, who solely or mainly, or last worked in the locality in agriculture, forestry or the relevant land-based rural enterprise.

8.5.4 The definition of agriculture is as per Section 336(1) of the Town & Country Planning Act 1990 (as amended) and includes "horticulture, fruit growing, seed growing, dairy farming, the breeding and keeping of livestock (including any creature kept for the production of food, wool, skins or fur, or for the purpose of its use in the farming of land), the use of land as grazing land, meadow land, osier land, market gardens and nursery grounds, and the use of land for woodlands where that use is ancillary to the farming of land for other agricultural purposes".

8.5.5 Importantly for those seeking to occupy a rural workers' dwelling based on their work in agriculture and forestry they will need to have been working in roles directly involved in those practices, i.e. the producing and rearing of products from the land. Contractors or other workers who work in areas related to but not directly involved in agriculture or forestry will not typically be considered eligible, for example fencing, ground works or construction contractors.

9 General Housing Principles

9.1.1 This section covers detailed matters relating to all types of housing, including their size, design and how community-led proposals should consider progressing.

9.2 Community Led Housing

9.2.1 Community led housing is where a community plays a leading role in addressing their own housing needs. There is no single definition of the term community in this context, this could form on the basis of geographical connection or a cultural/lifestyle connection. Similarly there is no strict requirement as to the form of housing, it can be self-build, affordable housing, via a Community Land Trust (CLT), co-housing, housing cooperative or development of a brownfield or greenfield site. The only requirement is that it is led and supported by a community with ties to the area.

9.2.2 Community housing currently comprises less than 1% of the UK's housing stock¹⁵. However, the Community Land Trust sector has grown six fold in the last six years¹⁶. There are multiple potential benefits to community led housing:

- Local people can know their areas well and are well placed to make things happen
- They can be more willing to see the potential in difficult and small sites
- They can see the value in community uses which aren't immediately profitable
- They can build homes to suit their needs and as a result are more likely to stay in their communities
- They may provide other (non-residential) opportunities such as employment, or community space.

9.2.3 Policies of the Local Plan are supportive of community led housing in principle, however it is expected that it be brought forward in accordance with the local plan's strategic housing policies. The Authority's policies are consistent for all applicant types, and policies are not preferential to community led proposals. In most cases community led housing will be bringing forward a higher proportion of affordable housing than required by policy and so this should not generally present an issue.

9.2.4 The Community Land Trust Network¹⁷ are the principal source of information and assistance for communities considering pursuing a Community Land Trust model.

9.3 Size and accessibility of new housing

9.3.1 Housing affordability is a key pressure facing the National Park's housing market and the sustainability of its communities. The size of a property is a key factor in its value and the Local Plan, see section 3.2, has a clear aim to ensure that all housing delivered in the National Park is modest and commensurate with the needs of communities.

9.3.2 Strategic Policy 3.2 requires that the size of all types of housing, including open market housing, meets local housing needs and does not significantly exceed nationally described housing standards. This means that both the affordable and open market element of schemes

¹⁵ [Bringing Democracy Home, Commission on Co-operative and Mutual Housing](#)

¹⁶ [Community Land Trust Network – What is a Community Land Trust \(CLT\)?](#)

¹⁷ <https://www.communitylandtrusts.org.uk/>

should be constrained in size to meet local needs. For affordable housing it will be expected that proposals very closely match nationally described standards. For market housing, where there are clear design reasons some flexibility will be permitted. For the avoidance of doubt an increase in GIA of 10% or more is considered significant and will not generally be supported.

9.3.3 The Local Plan also includes specific maximum GIA floorspace allowances for the below housing types, these are fixed to ensure policy objectives and local needs are met, these cannot be exceeded:

- Intermediate affordable: 93m²
- Local needs custom and self-build: 93m²
- Rural workers housing: 106m², inclusive of all storage, boot and equipment rooms

9.3.4 When measuring proposals against the national standards the Authority will determine the occupancy rate (i.e. the number of people able to occupy the dwelling) using the size of bedrooms proposed. The national standards require that:

- in order to provide one bedspace, a single bedroom has a floor area of at least 7.5m² and is at least 2.15m wide; and
- in order to provide two bedspaces, a double (or twin bedroom) has a floor area of at least 11.5m².

9.3.5 Responding to the National Park’s ageing population and large stock of historic and inaccessible dwellings Strategic Policy 3.2 requires all new dwellings to be built to enhanced accessibility standards.

9.3.6 There are two enhanced accessibility standards within Building Regulations Part M¹⁸ that planning Authorities can apply to development in their areas:

- **Building Regulations M4(2):** incorporating features that make the dwelling suitable for a wide range of occupants, including older people, those with reduced mobility and some wheelchair users.
- **Building Regulations M4(3):** incorporating features that make the dwelling suitable for a wheelchair user to live in the dwellings and use any associated private outdoor space, parking and communal facilities.

9.3.7 Strategic Policy 3.2 requires all new dwellings to meet M4(2) standards. M4(3) standards are to be sought where a specific need has been identified, generally via the Housing Register or via a housing needs assessment. The Authority will work with the Housing Authorities to ensure needs for wheelchair dwellings are met.

Table 9.1 – summary of housing size and accessibility requirements

Dwelling type	Overall size restriction	Max. GIA	M4(2)	M4(3)
Open market	Meet and not significantly exceed	NDSS, <10% allowance for design	Required	Optional
Affordable rent	Nationally Described Space Standards (NDSS)	NDSS, normally max 93m ²		If need identified
Intermediate Affordable		93m ²		Optional

¹⁸ [Building Regulations – Approved Document M](#)

Local Needs Custom and self-build				
Rural workers housing		106m ²		
Low impact residential		NDSS, <10% allowance for design		

10 Community Engagement

10.1 Community Engagement

10.1.1 The NPPF is clear that early engagement with communities has significant potential to improve the efficiency and effectiveness of the planning application system. Good quality pre-application discussion enables better coordination between public and private resources and improves outcomes for the community.

10.1.2 The advice in this chapter builds upon our Statement of Community Involvement¹⁹ where we set out the National Park Authority's role in community engagement throughout the planning process.

10.1.3 The following principles of good engagement should be upheld by all involved in the planning process, including applicants, developers, the local planning authority and communities themselves. Community engagement should be:

- early;
- open;
- transparent;
- inclusive;
- responsive; and
- accessible.

10.1.4 Those applicants, developers and their agents who often bring forward development proposals on Dartmoor are encouraged to develop their own community engagement charter. This should reflect these principles and set out how they will go about attracting meaningful, practical and positive input which influences their development proposals.

10.1.5 There are a number of ways in which applicants should engage positively with communities before, during and after the application process. There are significant benefits from genuine proactive community engagement, such as:

- Development of a scheme which responds to and is shaped by local knowledge and understanding
- A better relationship with the community, reducing objections which can slow down the application process
- A positive reputation as a result of listening, responding, and showing care and respect for the community in which the applicant is working

The Importance of early community engagement

10.1.6 Engaging with the community as early as possible within the development process has a multitude of benefits:

- better enabling an informed and iterative conversation with the community, allowing for communities' experience and knowledge of their local area to be fully understood and communities to learn from the project team
- reducing conflict by:
 - allowing key people to become known and trusted within the community
 - giving communities a voice at a stage when they can genuinely influence design decisions

¹⁹ [Dartmoor Statement of Common Ground \(2018\)](#)

- allowing for repeat periods of engagement as proposals are developed, and for communities to see how their feedback is being considered and incorporated
- by listening to communities development can respond to genuine local need and be conscious of future changes in local behaviour and demand.

Who to consult?

10.1.7 Dartmoor National Park is home to diverse and long-standing communities that have made positive contributions to development. Importantly developers should ensure consultation is open to all aspects of the community, not just the Parish Council, particularly those that are typically disengaged from the planning process. Who developers and applicants should consult will not be the same for each proposal but could include:

- The Parish Council and councillors;
- Residential amenity groups and forums;
- Local action groups;
- Local business groups and trade chambers;
- Relevant conservation, recreation and youth groups; and
- Relevant visitor and tourist groups.

10.1.8 In commercial or more mixed use areas it will be appropriate to engage with groups that represent both commercial and residential interests in the local area.

10.1.9 In all cases consultation should be compliant with Equalities Act 2010. It should seek to include the disabled or disadvantaged and work to break down barriers to engagement.

What form should engagement take?

10.1.10 Engagement can take a wide variety of forms, but can broadly be categorised as follows:

- **Informative** – awareness raising through, for example, leaflets, posters, online content
- **Consultative** – engagement seeking input from participants using, for example, questionnaires, interactive social media, group discussion or public meetings
- **Collaborative** – participatory approach using, for example, design workshops, facilitated group discussion or forums

10.1.11 Digital consultation methods and technologies are now prevalent and should be used, together with more traditional techniques, as standard, helping ensure as broad an audience as possible is engaged.

10.1.12 Each consultation will need to be bespoke to the community it is intended for. Digital literacy can be an issue in deeply rural areas such as Dartmoor, but this should not be an excuse for not using online engagement. Instead, it should be addressed through use of a wide range digital and non-digital techniques. As a guide it would normally be expected that a major planning application would utilise a broad range of informative and consultative consultation techniques. Proposals involving significant landmarks, heritage assets or other features of significance to the local community will be encouraged to use collaborative engagement techniques.

10.1.13 At least 2 weeks' notice should be given ahead of engagement events, and meeting times should be chosen to suit the community. A variety of days and times should be timetabled to suit as many people as possible, in the knowledge that some will not be able to make daytime events. Venues should be as accessible as possible.

Consultation techniques	Householder	Change of use no new floorspace	Non-major development <10 dwellings	Major development 10-39 dwellings	Major development >40 dwellings
Leaflets/online communications	Encouraged	✓	✓	✓	✓
Informative engagement			✓	✓	✓
Consultative engagement				✓	✓
Collaborative engagement					✓

10.1.14 When carrying out engagement key summary information of the proposal should be available, including:

- indicative layout
- proposed use and development function
- form, scale and massing
- identified positive and negative impacts on the local area
- consistency with Local Plan policy
- development timeline

10.1.15 The results of the event and how it has informed future proposals should also be made available to the community. For very large and significant large proposals the applicant should also consider appointing an independent community champion who can facilitate and mediate with the community. This approach can help ensure that engagement meets its intended audience effectively and communication is less adversarial.

The role of Development Briefs

10.1.16 Each allocated site in the Local Plan is supported by a Site Development Brief²⁰ which sets out the issues, opportunities and key policies relevant to development of that site. Local Plan policy 7.1 sets out that proposals for 6 dwellings or more on sites not allocated in the Local Plan, or which clearly deviate from the published Site Development Brief should be informed by a Development Brief or Masterplan prepared in association with the local community, relevant stakeholders and the Authority. We have prepared a Quick Guide²¹ which describes good practice for this type of pre-application work.

²⁰ <https://www.dartmoor.gov.uk/living-and-working/planning/planning-policy/site-specific-plans-and-masterplans>

²¹ https://www.dartmoor.gov.uk/__data/assets/pdf_file/0025/428641/QUICK-GUIDE-Masterplans-and-Development-Briefs.pdf

11 Rural Exception Sites

- 11.1.1** Rural Exception Sites are small sites used for affordable housing in perpetuity where land would not normally be used for housing. Normally, exception sites come forward to meet an affordable housing need in smaller villages where larger schemes with a mix of market and affordable housing will not take place.
- 11.1.2** All exception sites built in the National Park to date have comprised 100% affordable housing in perpetuity, having benefited from public grant funding. The Local Plan does allow for cross-subsidy through the provision of market housing, in line with government policy; this must be the minimum level necessary to deliver the affordable housing, not exceed 25% of the scheme, and be used to subsidise the delivery of affordable housing, not to 'top up' the price of the land. We will expect applicants seeking to pursue cross-subsidy to demonstrate that equivalent public grant is not available.
- 11.1.3 Delivering community infrastructure or employment space**
- 11.1.4** In Local Centres and Rural Settlements, the Local Plan provides additional flexibility on Rural Exception Sites for them to deliver infrastructure and employment space needed by the community. Policies SP3.3 and SP3.4 allow for the percentage of affordable housing on Rural Exception Sites to be varied where a development is, alongside affordable housing, delivering community infrastructure or employment development. This approach recognises some communities will not benefit from opportunities for new community infrastructure because of the small amount of development which takes place there, and the traditional focus on providing affordable housing.
- 11.1.5** Where there is an essential need for community infrastructure in a settlement, this should be identified on DNPA's Infrastructure Delivery Plan (IDP); this might include new public car parking, highways improvements or active travel infrastructure, flood protection works, or utilities improvements. We encourage communities to identify their needs through community planning and discuss with us essential infrastructure needs they may identify.
- 11.1.6** Some communities may also benefit from employment space which meets their local needs. This may include, for example, shared office workspace, incubator employment space, or artisanal or light industrial units for local businesses. The need for this should be evidenced as part of any planning application, ideally through local survey and with evidence of community support, and the proposed workspace should reflect the local needs identified. Maximum community benefit would come from such employment space being in community ownership, or through the community having a clear stake in the allocation of such space for local enterprises.
- 11.1.7** Where a site is delivering community infrastructure or employment space the percentage of affordable housing on a Rural Exception Site may be varied. A scheme may deliver:
- essential community infrastructure, the need for which is evidenced through DNPA's IDP, and/or
 - employment space which meets an identified need in the wider settlement, provided that
 - the site is delivering a minimum of 45% affordable housing (as required by the Local Plan)
- 11.1.8** In order to ensure the requirements of the Local Plan are met we may secure community benefit, as appropriate through:

- A pre-commencement or Grampian condition, or
- A Section 106 legal agreement, and
- The removal of permitted development rights in order to secure the community benefit in perpetuity.

12 Development Viability

- 12.1.1** Development viability assessment is the process of assessing whether a site is financially viable to develop in accordance with Local Plan policies, by assessing the value generated by a policy compliant development relative to the cost of developing it.
- 12.1.2** The primary role for viability is at the plan-making stage. The draft Local Plan has undergone viability assessment²² to ensure its policy requirements are realistic and the total cumulative cost of all relevant policies do not undermine deliverability of the Local Plan. The starting point for any viability discussion is therefore that the Local Plan's policies have been viability tested, and a policy compliant planning application will be assumed to be viable.
- 12.1.3** A viability assessment will be required as part of a planning application where the applicant claims that development viability means they cannot bring forward a policy compliant scheme. It is the applicant's responsibility to demonstrate that there are genuine and convincing reasons that a viability assessment is needed, otherwise as above the starting assumption is that the Local Plan's policy requirements are viable and should be complied with.
- 12.1.4** Where a viability assessment is considered necessary it is important that it is not rushed or biased, and is carried out independently, professionally, and following best practice. This section sets out minimum standards which ensure viability assessments are undertaken fairly, robustly and consistently throughout Dartmoor. Officers will uphold these standards and work with applicants and independent professionals to ensure they are met. Where a viability assessment does not follow these fundamental principles, this will reduce the weight officers give them in decision making and could result in it being disregarded entirely.

Principles for Viability Assessments

All viability assessments should:

1. be prepared by a suitably qualified practitioner
2. follow Government's recommended approach to assessing viability as set out in the National Planning Guidance, including by using standardised inputs;
3. refer back to the Local Plan Whole Plan Viability Assessment (and its Addendum) and explain why this evidence does not demonstrate the viability of the proposal;
4. clearly state assumptions for all standardised inputs and explain deviations from the Whole Plan Viability Assessment with robust evidence;
5. take all scheme characteristics into account, including site area, residential unit numbers, number of habitable rooms, unit size, density, split between proposed tenures, target market, proposed specification, development programme and timing;
6. be proportionate, simple, and transparent;
7. be made publicly available, unless exceptional circumstances exist; and
8. not use price paid for land as a relevant justification for failing to comply with Local Plan policy.

Standardised Inputs

- 12.1.5** National planning practice guidance clarifies that the following standardised inputs should be a feature of all viability assessments. This approach supports accountability, consistency and

²² [Whole Plan Viability Assessment \(2018\) Three Dragons](#); [Addendum Whole Plan Viability Assessment \(2019\) Three Dragons](#)

improves the chance of communities understanding the role and findings of a viability assessment. The standardised inputs are summarised below with key information from Dartmoor’s Whole Plan Viability Assessment.

Gross development value (GDV): the final value of the development, for residential this will be the total made from sales and/or capitalised net rental. This should be evidenced using market information from the existing site, from existing developments in the local area or from recent sale values in the local area and, with regards affordable housing, with Registered Providers.

Costs: including build costs (e.g. BCIS data), abnormal costs (e.g. contamination, historic environment issues), site-specific infrastructure costs (e.g. access roads, utility connections, drainage), and the cost of meeting all relevant policy requirements (e.g. affordable housing, education contributions, play space and outdoor sport provision, biodiversity net gain). Costs will also include standard general finance costs, professional fees (e.g. for marketing, project management, sales and legal). These costs should all be taken into account when defining benchmark land value, and price paid for land will not be considered as justification for unviability.

Benchmark land value (BLV): comprising a benchmark land value, based on existing use land value (EUV) plus a premium for the landowner. The premium for the landowner should reflect the minimum return to incentivise the landowner to sell their land. The value should reflect costs of bringing forward the development. The whole plan viability assessment set benchmark land values in consultation with the development industry as follows:

DNP value area	Value per gross Ha	Value per gross Ha sites over 2Ha	Rural exception site
North east	£600k	£350k	£10k per plot
South west	£400k	£300k	£10k per plot

Existing use land value (ELV): is a component of benchmark land value and is the value of the land in its existing use. Information on current use values can be retrieved from land registry records of transactions in the local area, real estate research, VOA data, and others. The whole plan viability assessment used DLUHC’s Land Value Estimates²³.

Developer return: National guidance states that developer return should be 15 – 20% of gross development value, but where affordable housing is provided a lower figure is more appropriate. The Whole Plan Viability Assessment used 20% of GDV for market homes and 6% of cost for affordable homes.

Public availability

- 12.1.6 The appraisal should be prepared to be made publicly available. Only in exceptional circumstances will the Authority not publish a viability appraisal. Such circumstances include where information in the assessment is commercially sensitive. A typical viability assessment is not commercially sensitive, there must be a particular reason and evidence that it is considered sensitive, such as the potential for it to impact current negotiations or compensation.
- 12.1.7 Where an exemption from publication is sought the Authority will seek to redact the minimum information necessary to avoid any commercial sensitivity. In the rare event the entire viability appraisal needs to be redacted, the applicant should prepare an executive summary suitable

²³ [Land Value Estimates \(2020\) Department for Levelling Up, Housing and Communities](#)

for publishing publicly. Most commercially sensitive information will only be sensitive for a period, once this period is over the Authority will publish the report in full.

Professional scrutiny

- 12.1.8** To ensure this and national policy and guidance is followed the Authority will normally require that a viability appraisal is reviewed by an independent professional. This review will ensure includes robust and convincing evidence to support the conclusions made. The review will be undertaken at the applicant's cost and will also be made publicly available.

13 Monitoring and Review

- 13.1.1** It is important that planning policies and associated advice such as an SPD is kept up to date. The Local Plan is currently monitored through the Authority Monitoring Report (AMR), which is published each year, and includes a range of evidence to monitor the delivery of housing, and effectiveness of policies.
- 13.1.2** We also publish an Infrastructure Funding Statement (IFS) each year. The IFS provides a summary of all financial and non-financial developer contributions relating to Section 106 Legal Agreements (S106) within Dartmoor National Park for a given financial year. This includes off-site affordable housing contribution (commuted sums) received each year, and how that money is spent.
- 13.1.3** Monitoring information is considered by the Authority as part of our performance monitoring, it is scrutinised by our Planning and Sustainable Development Working Panel and Audit and Governance meetings. We also have a long establish Joint Advisory Committee for Affordable Housing in Dartmoor National Park (the 'JAC') which includes constituent Housing Authorities and other delivery partners; the JAC provides a forum for monitoring the implementation of planning policies for housing, and enabling partnership delivery.
- 13.1.4** Affordable housing is a constantly changing sphere of work. We will consider a formal review of this SPD in 5 years unless monitoring indicates an earlier review is necessary.

14 Appendices

14.1 Appendix A – Intermediate Affordable Housing (Discount Market Sale) Application Form

Dartmoor National Park Authority Intermediate Affordable Housing (Discount Market Sale) Application Form for Qualifying Persons

This form can be completed by prospective occupants who wish to establish whether he/she satisfies the Affordable Housing Criteria and constitutes a “Qualifying Person” as set out in the Section 106 legal agreement restricting occupancy of an intermediate (discount market sale) property.

Please complete and return this questionnaire to Dartmoor National Park Authority, Forward Planning: forwardplanning@dartmoor.gov.uk

I/We can confirm that our household income is under £80,000	Yes / No
If applying to buy, I/we can raise at least £2,500 to cover fees and understand mortgage lenders may require a deposit	Yes / No

1 Details of the Applicant(s)

1.1 Please complete your details:

	Applicant 1	Applicant 2
Title:	Mr / Mrs / Miss / Ms	Mr / Mrs / Miss / Ms
First name:		
Last name:		
Date of Birth: DD/MM/YYYY		
National Insurance number:		
Home telephone number:		
Work telephone number:		
Mobile telephone number:		
Email address		
Relationship between 1 st and 2 nd application (e.g. partner, friend, co-habitee etc.)		

	Applicant 1	Applicant 2
Your current address:		
Postcode:		
Date you moved into this property: DD/MM/YYYY		
Your previous address:		
Postcode:		
Date you moved into this property: DD/MM/YYYY		

Who else will be living with you?				
Name	Sex	Date of Birth DD/MM/YYYY	In work?	Relationship to applicant 1
	M / F		Yes / No	
	M / F		Yes / No	
	M / F		Yes / No	
	M / F		Yes / No	

2 Property details

2.1 Please provide details of the property to which this application relates:

Address	
---------	--

Planning Application ref	
Owner	
Address of owner	
Telephone no. of owner	
Email address of owner	

3 Housing Need

This section seeks to establish whether you are in housing need, through assessing whether you are in need of suitable permanent housing and unable to satisfy your accommodation needs on the open market.

3.1 Please specify the proposed sale value or monthly/weekly rent

3.2 Please provide a simple financial statement to illustrate why you are unable to afford to pay open market prices/ rents.

Reference should be made if purchasing the property to the gap between household income and the open market house price. In the case of a rental arrangement a straightforward financial assessment relating to the breakdown of income and expenditure should be detailed. In both cases reference should also be made to existing savings and any property currently owned or occupied.

3.3 Are you on the housing needs register for the Local Housing Authority?

Yes/ No (delete as appropriate)

3.4 Please indicate your reason for moving – you can give more than one reason. (Please provide further detail if relevant to your housing circumstances), this might include one or more of the following:

- a) New household formation
- b) Inappropriately housed: present home is overcrowded, in disrepair or lacks self contained facilities (e.g. kitchen or bathroom): is inappropriate in terms of household requirements (e.g. for people with very young children or mobility problems more than one flight of stairs in existing accommodation)
- c) Relationship break up
- d) Homelessness or insecure tenancy: living in temporary accommodation, or informal accommodation coming to an end (e.g. living with friends), mortgage/rent too expensive:

Please give details:

4 Local Connection

This section seeks to establish your local connection to a parish wholly or partly within the National Park.

4.1 In what way do you consider you have a local connection, please state which of the following circumstances would apply to you

- a) Do you live in the National Park? If yes please give details of your current address and past addresses together with the period of residency for the past five years (please continue on another sheet if necessary)
- b) Have you lived in the National Park for a period of at least five years but moved away in the last three? If yes please give details of past addresses and period of residency for the past eight years prior to the date of completing this questionnaire
- c) Do you consider yourself to have a strong local connection with a parish wholly or partly within the National Park, for reasons other than those detailed above? If yes please specify and give full details of the nature of the connection with the parish within the Dartmoor National Park. Common examples include **strong family connections, upbringing, or employment.**

Please provide details below, and attach evidence wherever possible.

	Applicant 1	Applicant 2
Where do you currently live?		
Name of local authority:		

Name of parish or ward:		
Where do you currently work?		
Name of local authority:		
Name of parish or ward:		
Other local connection?		
Do you have a local connection to any other area? If so please complete the following:		
Name of local authority:		
Name of parish or ward		
Nature of local connection: (e.g. previously lived or worked in area)		

Employment details

	Applicant 1	Applicant 2
Are you working?	Yes / No	Yes / No
Do you work for the Ministry of Defence?	Yes / No	Yes / No
Job title/occupation:		
Employer's name:		
Employer's address:		
Postcode		
Employer's telephone number:		
Are you permanently employed?	Yes / No	Yes / No
Are you self-employed?	Yes / No	Yes / No
Are you on a fixed term contract?	Yes / No	Yes / No

How many hours a week do you work here?		
How long have you worked for you current employer?		

Annual income details (£ only)

	Applicant 1	Applicant 2
Total gross income from employment before tax and deductions (not including overtime and bonuses)	£	£
Total amount of savings and capital (not including overtime and bonuses)	£	£
Total gross amount of any overtime, bonuses or commission (please state amount)	£	£

Calendar monthly income (£ only)

	Applicant 1	Applicant 2
Total net pay (take home pay) or pension after tax & deductions	£	£
Working Tax Credits	£	£
Child Tax Credits	£	£
Child Benefit	£	£
Disability Allowance	£	£
Guaranteed Child Maintenance	£	£
Other Income	£	£

Outgoings (£ only)

	Applicant 1	Applicant 2

Total balance of all outstanding loans which have more than 6 months to run	£	£
Total monthly payment on outstanding loans (only include student loan if you have started making payments)	£	£
Total outstanding balance on all store/credit cards	£	£
Total rent or mortgage payments each calendar month	£	£
Total of any other calendar monthly outgoings	£	£
Have you had a County Court Judgement (CCJ) registered against you in the last 3 years	Yes / No	Yes / No

Other housing circumstances

Are you currently (please tick)	Applicant 1	Applicant 2
A council tenant		
A housing association tenant		
Renting from your employer		
Living with family or friends		
Renting privately		
A current home owner		
Existing shared owner		
Homeless or temporary accommodation provided by the council		
Other		

	Applicant 1	Applicant 2
Are you on a council housing or housing association waiting list?		
If you are on a council waiting list,		

please say where:		
And give your reference number:		
Only complete this section if you are a current home owner (included caravans, mobile homes, houseboats etc.)		
What is the reason for your application? (e.g. relationship breakdown)		
How much equity do you estimate you have available?	£	£
Is your property on the market?	Yes / No	Yes / No
Has your property been sold?	Yes / No	Yes / No

5 Statements and signature

I declare that all information in this statement is true, correct and complete. I understand, agree and consent to the Dartmoor National Park Authority making their own inquiries and checks regarding the contents of this application.

Please sign within this box:

Thank you for completing this application. We will contact you should additional information or clarification be required.

Dartmoor National Park Authority is registered under the Data Protection Act 1998. Your personal information will be held securely and will not be used for any purpose other than the monitoring of affordable houses within the Dartmoor National Park. Your details will not be passed on to any other organisation without your prior consent.

Important information and declaration: All applicants must sign this page

Dartmoor National Park Authority (DNPA) will act as the data controller and processor for all the information included in this questionnaire. DNPA will only use the given personal data of all applicants for the purpose of determining your eligibility to occupy an Intermediate Affordable property and will hold your information in accordance with the Data Protection Act 1998.

DNPA will retain the information for a period not longer than 12 months. After this time the information will be securely destroyed.

All information will be treated in the strictest confidence.

Declaration: I/We have read the above and confirm that I/we have provided accurate and up to date information relating to my/our eligibility to occupy the property referred to.

I/We consent to DNPA storing and using my/our personal data as outlined above.

Signed:.....Date:.....

(First Applicant)

Signed:.....Date:.....

(Second Applicant)

14.2 Appendix B – Template Allocations Scheme

Dartmoor National Park Housing Allocations Scheme

Site Name: [Insert]

Development/Road Name: [Insert]

Application Ref: [Insert]

Section 106 Agreement: [Insert]

Date Agreed:

Local Planning Authority: Dartmoor National Park Authority

Housing Authority: [Teignbridge/West Devon/South Hams/Mid Devon District Council]

Parish Council: [Insert]

Affordable Housing Provider: [Insert]

Background

1.1 This Housing Allocations Scheme clarifies the process by which the [Insert number] affordable dwellings permitted on land [Insert] are to be allocated to qualifying persons, on the **homes'** first and each subsequent occupation. The Allocations Scheme sits alongside and must be consistent with the s106 legal agreement. Where interpretation is uncertain, the s106 legal agreement will take precedence. A copy of the s106 is available to view at Dartmoor National Park Authority or Teignbridge District Council.

1.2 This Allocations Scheme has been prepared and agreed by Dartmoor National Park Authority (Local Planning Authority), [Insert Housing Authority], [Insert Affordable Housing Provider], **[Insert Parish Council for Parish of Provision]**, It may be updated or amended at any time with the agreement of each of the parties, provided it remains consistent with the provisions of the s106.

1.3 The [insert number] affordable dwellings are as follows:

Plot No	Unit type	Bedrooms in unit	Tenure	Number of units
			Total	

Summary of s106 allocation criteria

1.4 The s106 legal agreement includes the following allocation criteria which must be complied with:

- a) *Not to permit or otherwise allow any of the Affordable Dwellings to be let other than:*
- *to a qualifying person; and*
 - *at a sum not exceeding the Affordable Rent.*

except where no qualifying person can be found, in which case the following will apply.

- b) *If upon the expiry of two weeks no qualifying person can be found the relevant Affordable Dwelling may be allocated to any person in Housing Need who has a Local Connection to the following areas, in priority order (highest priority first):*
- *An adjoining rural parish*
 - *Dartmoor National Park*
 - *District Council area*

1.5 The s106 legal agreement includes the following requirements of the advertisement period, to ensure there is sufficient notice of the advertisement period:

- the advertisement must be available continuously without interruption for at least two weeks;
- notice must be provided to the Authority and Widecombe Parish Council prior to advertising; and
- not more than 5 units can be advertised at any one time.

1.6 To ensure it is clearly understood the s106 legal agreement includes definitions of key terms, including:

Adjoining rural parishes: that part of the civil parishes of **[insert adjoining rural parishes]** as lies within the boundary of Dartmoor National Park

Affordable Rent: A rent which does not exceed 80% of the Open Market Rent (inclusive of service charges) for the relevant property type (and should not exceed the published Local Housing Allowance for the relevant property type and in the relevant property market area allowing for any modifications to a level of allowance as published from time to time by the Government)

Local Connection: means a person who meets one or more of the following requirements or forms part of a Household containing at least one permanent resident who:

- Currently lives in the relevant parish and having done so for at least five years; or
- Has lived in the relevant parish for at least five years, but moved away within the past five years; or
- Is currently employed in the relevant parish working not less than 16 hours per week, and having done so for at least 26 weeks; or
- Has a strong local connection to the relevant parish by virtue of, for example upbringing, employment, or having a requirement to provide substantial care for a family member who currently lives in the parish and has done so for at least five years.

Qualifying Person: means a person who:

- has a Local Connection to the **[insert Parish of Provision]**; and
- either:

- i. is in Housing Need; or
- ii. is releasing an Affordable Dwelling elsewhere.

1.7 For clarity, a map of parishes adjoining [insert Parish of Provision] is provided at the Appendix.

Provisions of this Housing Allocations Scheme (Additional allocations criteria)

Prioritisation of qualifying people

1.8 Allocation to qualifying people in each level of the cascade (see 1.3.1 a-d) will be prioritised as follows:

- a) By Devon Home Choice Band priority (Bands A-D) with Band A being the highest priority, and then, if necessary
- b) Where two or more people have the same Devon Home Choice band, priority will be given to Qualifying Persons who have been registered on Devon Home Choice for the longest continuous period. There will be no aggregation of separate periods of registration and only the single period prior to registration shall be considered.

Advertising of vacancies

1.9 Properties will be advertised on Devon Home Choice or its successor. In the event that Devon Home Choice or its successor is unable to provide this service, or the definition of Bands A-D should change, the Parish Council, DNPA, [insert Housing Authority] and the Landlord will ensure this Allocations Scheme is amended.

1.10 The landlord will inform the Parish Council about any upcoming vacancies. The Parish Council will use local communications to ensure as many local people as possible know about any vacancy and how to apply.

1.11 Within each level of the cascade (see [insert reference]) allocation should only occur after at least **two** weeks of advertising.

Alternative allocation requirements

1.12 There are circumstances where it may be necessary to consider and potentially allocate homes to applicants who do not comply with the criteria set out in the s106 legal agreement or this Allocations Scheme. This is because national legislation gives rights which cannot be restricted by local policy or legal agreements. A summary of some common circumstances is provided below

Mutual Exchange

1.13 Mutual exchange is a permanent house swap between two social housing tenants. It occurs where two or more qualifying social housing tenants exchange tenancies, and move permanently into each other's homes. In certain circumstances tenants have a right to mutual exchange which cannot be restricted by local occupancy restrictions.

1.14 Where affordable housing occupants have eligible landlords, a valid tenancy, and are complying with their tenancy obligations, mutual exchange cannot be refused and would enable someone not meeting the allocation criteria in the s106 and this Allocations Scheme to occupy an affordable property. Further guidance is available here:

[DNPA's Mutual exchange: Guidance note for tenants](#)

Right to Acquire

1.15 The Right to Acquire is a government policy which gives secure tenants of some Registered Providers the legal right to buy, at discount, the affordable home they are living in. Properties within government designated rural areas cannot be bought under the Right to Acquire scheme. Widecombe-in-the-moor is a government designated rural area therefore tenants of the Affordable Dwellings will not be able to apply to buy their homes under this scheme.

Preserved Right to Buy

1.16 The Preserved Right to Buy is a government policy which gives certain secure tenants of Registered Providers the legal right to buy, at discount, the affordable home they are living in. In order to qualify the tenant must have been a tenant of the Housing Provider on 4 February 2004 when their home was transferred to the Affordable Housing Provider. Tenants of the Affordable Housing Provider who qualify for the Preserved Right to Buy and then take on a secure tenancy of one of the Affordable Dwellings, will have the right to apply to buy the Affordable Dwelling. Any properties in the Development sold under the Preserved Right to Buy will have a S157 Housing Act 1985 Devon Rule restriction imposed in the Transfer Deed requiring any future purchaser (or if there are two of them only one need comply) to have lived or worked in Devon (or a combination of the two) throughout the last 3 years immediately prior to their purchase.

Map of adjoining Parishes

[Insert map]