



Homes &
Communities
Agency

HOUSING ZONES

Subject to contract

Expression of Interest Completion Instructions

August 2014

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1. INTRODUCTION

1.1 Purpose of This Document

This document provides guidance to parties that wish to submit an Expression of Interest (EOI) in establishing a Housing Zone. It accompanies the 'Quick Start Guide' and the EOI online form. This document should also be read in conjunction with the Prospectus which sets out more details around the bidding process and timetable. These documents can be found on the Housing Zones [webpage](#) or by searching for 'Housing Zones' via www.gov.uk

The EOI process is intended to determine the initial eligibility of proposals (in respect of the applicant, the Housing Zone and the sites) and to identify a preliminary shortlist of parties to engage with as part of a subsequent detailed due diligence process. The EOI online form seeks to obtain basic information to enable the assessment of the suitability of the potential applicant, their site and the bid and to identify a shortlist with whom to progress applications.

1.2 Responses

Before completing and submitting their responses, applicants should read the prospectus and all instructions contained within this document carefully as these relate to key information to be submitted through the online form.

Failure to comply with these requirements for completion and submission may result in a non-compliant bid and rejection of the application.

It is recommended that applicants complete their Outline Delivery Plan and Investment Proposal (or Development Proposal, as appropriate) prior to completing the online form to ensure that the data submitted is consistent between the two. Where the two are not the same, and inconsistencies cannot be resolved with the bidder, the data entered in the online form will take precedence.

Applicants must ensure that they respond carefully and in full to each of the questions asked to enable a completed online form to be submitted. The application must include a response to each question in the format prescribed in accordance with the prompts. Where incomplete or invalid information is entered appropriate prompts will be displayed to aid verification of the input error.

Applicants must provide responses through the online form. Only information provided as a direct response to the information requirements set out in the EOI will be assessed, that is:

- the online form;
- an Outline Delivery Plan (one per Housing Zone, template available);
- an Investment Proposal (one per site where funding is requested, template available) or a Development Proposal (one per site where no funding is requested, template available);

- a completed Public Works Loan Board Project Rate application form, if applicable (template available);
- a plan of the site (which is optional and will not form part of the assessment process) and
- a short covering letter (which is optional and will not form part of the assessment process).

Templates can be found on the [webpage](#).

Any further material that is submitted, including general company promotional and advertising material will not form part of the assessment process.

The HCA reserves the right to seek further information from applicants to clarify responses.

1.3 Changes to Information

Respondents should notify the HCA of any changes to the information provided as part of their EOI as soon as they become aware of any such changes. If such changes occur after the EOI has been submitted but before the deadline, then you will need to contact us via the competition email address below as you will not be able to access your EOI once submitted. We will 'unlock' your EOI so that it can be amended as required and resubmitted. Please note that you will need to amend your existing EOI and **not** send in another online form. If changes are notified to the HCA after the EOI submission deadline, the HCA reserves the right not to accept any late alterations.

1.4 Queries and Requests for Clarification

All enquiries relating to the completion of the online form and accompanying documents or requests for clarification should be addressed to the competition email address – Housing.Zones@hca.gsi.gov.uk.

The HCA reserves the right to publish responses to queries and requests for clarification where this is deemed to be in the interests of all applicants unless bidders expressly request otherwise.

Bidders should check the HCA's website for the publication of updated Frequently Asked Questions (FAQs) during the competition period.

1.5 Timetable

The timetable is as set out in the prospectus:

- Launch of competition – **13 August 2014**
- **Continuing engagement** with bidders during the preparation of bid documentation
- Deadline for submission of EOI - **Noon 3 October 2014**
- Expected short-list of proposals - **Winter 2014/15**

- Anticipate first contracts being signed – **Spring/Summer 2015**.

1.6 Format of Responses

Applicants are requested to submit one online form and supporting documentation per applicant submission. Bids for different zones from a single bidder are permissible but will require a separate online form for each zone. The supporting documentation file names should use the following format:

- a) Outline Delivery Plan – “ODP submission [enter lead applicant name and Housing Zone name]”
- b) Investment Proposal – “Investment Proposal submission [enter lead applicant name and site name]” or Development Proposal – “Development Proposal submission [enter lead applicant name and site name]”
- c) Public Works Loan Board Project Rate application form – “PWLB application [enter lead applicant name and site name]”
- d) Plan of site “EOI Site Plan [enter lead applicant name and site name]”
- e) Covering letter (EOIL) – “EOIL submission [enter lead applicant name]”

All bids sent will receive an automated email to acknowledge receipt for each EOI submitted.

1.7 Eligibility of Applications

The HCA is seeking Expressions of Interest from local authorities that meet the eligibility criteria set out in the prospectus, which is available on the Housing Zones [webpage](#).

1.8 Eligibility of Sites

Full details of site eligibility requirements and assessment criteria are set out in the prospectus. For avoidance of doubt, the sites for which Expressions of Interest are made must be in England.

1.9 Confidentiality

The Freedom of Information Act 2000

The HCA is one of the authorities subject to the provisions of the Freedom of Information Act 2000 (“the Act”). The Act provides for information to be exempt from the general right of access if its disclosure would, or would be likely to, prejudice the commercial interests of any person. An Applicant may request that certain information in their bid and any subsequent Agreement is treated as covered by this exemption. However, if the information is requested, the availability of this exemption will be subject to a test of whether the public interest lies in disclosing the information or keeping it confidential.

How to request commercial confidentiality

Requests for information to be treated as commercially confidential should accompany an applicant's submission (in the optional covering letter or clearly marked at the front of the relevant documentation) and must include clear and substantive justification together with a time limit after which any such information may be disclosed. Bidders should be aware that while the HCA will endeavour to take into account the applicants' views as to the keeping of information confidential, it reserves the right to disclose information if required to do so.

Data Protection

The applicant and the HCA will co-operate with one another in order to enable each party to fulfil its statutory obligations under the Data Protection Act.

Communications

The applicant and the HCA will co-operate with one another during the competition process and ahead of any announcement regarding publicity relating to an application for funding. HCA and DCLG will make national and trade press announcements at the end of the competition process.

1.10 Accuracy of Information

It is the applicant's responsibility to ensure that all the information supplied in their response is up-to-date and accurate. Failure to provide clear and unambiguous information may result in the application being considered as incomplete or ineligible. In the event that the HCA enters into negotiations with the respondent, the responses given by the respondent in the online form and supporting documentation will form the basis of such negotiations. Any misrepresentation by the respondent may lead to termination of negotiations and withdrawal of any investment offer by the HCA. Applicants should ensure that data in the Outline Delivery Plan and Investment/Development proposal is consistent with that submitted via the online form. If inconsistencies are found, these will be addressed before the assessment process begins. Where it is not possible to clarify inconsistencies with the bidder, the information in the online form will take precedence.

1.11 Cost of Responding

The HCA will not be liable for and will not reimburse any costs associated with the submission of the online form and accompanying documentation.

2. THE EXPRESSION OF INTEREST ONLINE FORM

2.1 Format

The accompanying 'Quick Start Guide' sets out how to register on the HCA Partner Portal – <https://partners.hca-online.org.uk/>. The guide also outlines how to create an Expression of Interest.

The Expression of Interest online form is in sections which must be completed in full before being submitted, namely:

- Section A

- Applicant details
 - Core Eligibility
- Section B
 - Housing Zone Eligibility
- Section C (for each site within the Housing Zone)
 - Site Location
 - Planning Status of the Site
 - Site Timescales and Delivery
- Section D (for each site within the Housing Zone where funding has been requested)
 - Housing Zone Financial Data (Funding Requested)
 - Profile of Drawdown
 - Housing Zone Financial Data (Repayment)
- Attachments
- Submit Bid Application

Applicants should complete each section in full, in the listed order before submitting an EOI.

It is recommended that questions are answered in the order they appear. This will allow completed responses to lead into other parts of the form and to avoid generating error messages. Please ensure all mandatory fields, marked with a red asterisk, are completed. This may require you to enter "0" in some fields where no value is relevant.

Unless stated otherwise, please give responses relevant to the units that will benefit from the Housing Zone designation if the application is successful.

Drop down menus are used to capture responses to certain questions. This is to help us categorise the information provided to allow easier analysis of the scheme. Please ensure you select values from drop-down menus where available.

The majority of the entry fields have prompts to guide applicants on the required format of responses to complete the online form.

Please email us via Housing.Zones@hca.gsi.gov.uk if you have any queries about how to complete the form. The Housing Zones [webpage](#), including Frequently Asked Questions, will be updated throughout the competition process and bidders should check regularly for updates.

3. SECTION A

3.1 Applicant Details

The purpose of this section is to collect pertinent organisational information on the lead applicant and submitting organisation (if relevant). This will enable us to review the organisations involved in the EOI and to determine whether the applicant is eligible having regard to the criteria set out in the guidance notes below and the prospectus.

If you are submitting the information on behalf of another organisation and will be the first point of contact in connection with any queries relating to the EOI, you should provide separate contact details to the information required for the lead applicant. You can do this by filling out the 'submitting organisation' and 'lead applicant' sections which are explained below.

To complete the 'Applicant Details' section, you will be required to provide the following details:

- **Bid** – Enter the name of the Housing Zone here. This name will be used to identify the bid in future correspondence and should be quoted when contacting the Agency;
- **Applicant** – Please identify who will be the lead applicant for the purposes of the EOI. Details required are address and organisation type.
- **Lead Applicant Contact** - For the lead applicant organisation, please complete details of the lead contact point for any correspondence. Details required are name, position, email address and contact telephone numbers. The HCA will communicate exclusively via this contact name at the appropriate time unless there is a submitting organisation.
- **Submitting Organisation** – If you are making this submission on behalf of another organisation, please enter the name of the submitting organisation.

3.2 Core Eligibility

The next part of the online form allows the bidder to:

- Confirm you have read and understood the prospectus and guidance and the information in this bid is accurate. Drop Down Menu: Yes/No. By answering 'Yes' to this question you are confirming that you have completed this submission with regard to the requirements set out in the Prospectus and these guidance notes. You are also confirming that all the information supplied in the submission is up-to-date and accurate. If you answer 'No', this will generate an information message that says "*This application is not eligible*" and you will be unable to submit your bid until this issue has been addressed.

- Confirm whether this is the only Housing Zone application submitted by the Local Authority. Drop Down Menu: Yes/No. If you answer 'No', you will need to state how many other Housing Zone bids are being submitted.
- Confirm if you are a partner to any other Local Authority Housing Zones bids where you are not the Lead Applicant. Drop down menu: Yes/No. If you answer 'Yes, you will be asked to provide further details.

4. SECTION B

4.1 Housing Zone Eligibility

- Confirm whether the Housing zone covers more than one local authority. Drop down menu: Yes/No.
- If Yes is selected you will be asked which local authorities are party to this application. You can choose as many local authorities as apply (select one at a time from the drop down list). The selected local authorities will appear as a list below the drop down box. You can remove a local authority if it has been added to the list by mistake.
- Enter the number of sites within the Housing Zone. Please include all sites, whether you intend to request funding for them or not.
- Confirm that the designation of a Housing Zone will accelerate the delivery of housing and that evidence has been supplied in the Outline Delivery Plan. Drop down menu: Yes/No. If you answer 'No', this will generate an information message that says *"This answer may lead to your bid being deemed ineligible"*. In such cases, the HCA reserves the right to seek clarification or additional information before progressing the scheme to the next stage.
- Enter the number of homes to be delivered in the Housing Zone on sites included in this bid. If the number is less than 750 an information message will appear that says, *'Housing Zones of less than 750 units will be considered in exceptional circumstances - please ensure sufficient justification is provided in the Outline Delivery Plan.'* In such cases, the HCA reserves the right to seek clarification or additional information before progressing the scheme to the next stage.
- You will then be asked what type of support you will require to deliver the Housing Zone. Please choose one or more from the list of Recoverable Loan Finance; ATLAS support; Priority consideration for Local Development Order Capacity Funding; Brokerage Support; and Access to Public Works Loan Budget Project Rate financing. If you choose the latter you will be reminded to attach a completed Public Works Loan Board proforma. Further information regarding the attaching of files can be found at Section 8.
- Confirm that you have provided evidence that the Local Authority has or will have the capacity to deliver the Housing Zone. Drop Down Menu: Yes/No. If you

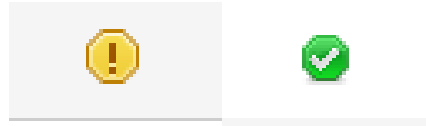
answer 'No', this will generate an information message that says "*This application is not eligible*" and you will be unable to submit your bid until this issue has been addressed.

- Confirm whether you will be making a financial or in-kind contribution to the Housing Zone. Drop Down Menu: Yes/No. If you answer 'Yes', you will be asked what kind of contribution you intend to make, Financial, In-kind or Both. You will be expected to provide further details in your Outline Delivery Plan.
- Confirm you have provided evidence of support for the Housing Zone in your Outline Delivery Plan. Drop Down Menu: Yes/No. If you answer 'No', this will generate an information message that says "*This application is not eligible*" and you will be unable to submit your bid until this issue has been addressed.
- Confirm whether planning simplification is at the heart of the Housing Zone, with permissions in place or being worked on. Drop Down Menu: Yes/No. If you answer 'No', this will generate an information message that says "*This application is not eligible*" and you will be unable to submit your bid until this issue has been addressed.
- Confirm whether you have or are proposing to bring forward a Local Development Order within the Housing Zone. Drop Down Menu: Yes in Place/Yes in Preparation/No. Please provide further details relating to your answer in the box that follows.
- Confirm whether you will be seeking support from the Local Development Order Incentive Fund. Drop Down Menu: Yes/No.
- Confirm whether a bid is being submitted to the Custom Build Service Plots Loan Fund in respect of the area covered by the Housing Zone. Drop Down Menu: Yes/No.
- Confirm whether a bid is being submitted to the Housing Revenue Account Borrowing Programme in respect of the area covered by the Zone. Drop Down Menu: Yes/No.
- Confirm that a robust delivery plan for the zone is in place, or will be in place before any designation is made. Drop down menu: Yes/No. If you answer 'No', this will generate an information message that says "*This answer may lead to your bid being deemed ineligible*". In such cases, the HCA reserves the right to seek clarification or additional information before progressing the scheme to the next stage.
- Confirm your commitment to achieving good quality, innovation and design through the Housing Zone. Drop down menu: Yes/No. If you answer 'No', this will generate an information message that says "*This answer may lead to your bid being deemed ineligible*". In such cases, the HCA reserves the right to seek clarification or additional information before progressing the scheme to the next stage.

5. SECTION C

For each site within the Housing Zone please click on the “Add a Site” button and a new screen will open. Enter the details of the site, ensuring that each mandatory field is completed. Once done, click the “Save Site” button to go back to the form. Repeat this process for each site. Sites can be deleted from the list if necessary (use the “Delete” button), or information can be reviewed and edited using the “View” button.

Under ‘Valid for Submission’ either a yellow warning sign or a green tick sign will appear for each site entered. The yellow warning sign means that there are still fields to complete or errors to correct for that site before the application can be submitted. The green sign means that all fields are completed correctly. If you try to submit your bid with any yellow warning signs still showing, the errors will be highlighted to assist you in completing the form to allow submission.



The following details are needed for each site:

5.1 Site Location

The next part covers information about the site and its eligibility. Please provide details of:

- the name of the site
- size of the site in hectares up to a maximum of two decimal places
- percentage of the site that is brownfield land
- number of proposed homes on the site
- percentage of custom build homes on the site
- percentage of homes that will be off-site construction

You will then be asked if you are applying for Investment Finance on this site as part of Housing Zone proposal. Drop down menu: Yes/No. **Please ensure you select Yes here if funding is requested as this triggers additional funding-specific questions later in the form.**

If you answer ‘No’, you will be asked to confirm that you have provided a Development Proposal giving details of how accelerated housing delivery can be achieved without Government investment.

If you answer ‘Yes’, you will be asked to provide details of the requested funding, drawdown and repayment in Section D.

There are then further questions concerning the site which should be completed whether funding is requested or not:

- The name of the lead developer
- The nature of the control the lead developer has over the site. Drop Down Menu: Freehold / Leasehold (99 years and over) / Building Lease / Building License / Development Agreement / Other. If “Other” is selected, you will be asked to provide further details. If a value other than “Freehold” is selected you will be asked to state the freehold owner.
- The postcode and co-ordinates of the site. Please ensure you at least enter the first part of the postcode and that the postcode contains no spaces. The easting and northing should each be entered in a five or six figure numeric format. Please note, grid references can be identified easily via www.streetmap.co.uk and are mandatory.
- The local authority, which can be selected from the drop down list.
- Whether a site plan has been provided. Further information regarding the attaching of files can be found later in this document. Drop down menu: Yes/No.
- Whether the site includes any Housing Revenue Account land. Drop down menu: Yes/No.
- Whether the site is fundamentally viable. Drop down menu: Yes/No. If you answer ‘No’, this will generate an information message that says *“This answer may lead to your bid being deemed ineligible”*. In such cases, the HCA reserves the right to seek clarification or additional information before progressing the scheme to the next stage.

5.2 Planning Status of the Site

Please provide details regarding the planning consent (outline or detailed) of the site, including expected approval dates as appropriate.

5.3 Site Timescales and Delivery

In the final sub-section you will be asked to provide the following details:

- Current infrastructure start on site date without support
- Expected infrastructure start on site date with support - please provide justification for an earlier start date in your Investment Proposal or Development Proposal. The date must be earlier than the current start date without support. Further information regarding the attaching of files can be found later in this document.
- Current estimated annual build out rate without support
- Expected annual build out rate with support - please provide justification for an accelerated build out rate in your Investment Proposal or Development

Proposal. The rate must be greater than that without support. Further information regarding the attaching of files can be found later in this document.

5.4 Save site and close

If you are not asking for any funding in relation to the site, this is the final section of questions to complete. Click on Save Site to save and close this form and return to the Housing Zone details screen. If the site form has been completed a green tick will be displayed in the Valid for Submission column. If the site form has errors or omissions a yellow warning symbol will be displayed (see paragraph 5 above).

6. SECTION D

This section will only appear on the site screen if you indicate that you are applying for Investment Finance in Section C above. Please ensure that you enter responses in this section assuming that your bid for Housing Zone funding is successful.

6.1 Housing Zone Financial Data (Funding Requested)

You will be asked a number of questions regarding the funding requested for this site.

- Confirm that you have provided an Investment Proposal giving details of how accelerated housing delivery can be achieved with government investment. Drop down menu: Yes/No. If you answer 'No', this will generate an information message that says *"This answer may lead to your bid being deemed ineligible"*. In such cases, the HCA reserves the right to seek clarification or additional information before progressing the scheme to the next stage.
- Confirm that the development is fundamentally viable, can support the repayment of the fund, and has the consent of any existing lenders to access additional finance from this fund. Drop Down Menu: Yes/No. If you answer 'No', this will generate an information message that says *"This application is not eligible"* and you will be unable to submit your bid until this issue has been addressed.
- Confirm the proposed recipient of the funding.
- Confirm that the proposed recipient of funding is a private sector body. Drop Down Menu: Yes/No. If you answer 'No', this will generate an information message that says *"This application is not eligible"* and you will be unable to submit your bid until this issue has been addressed.
- Confirm if the site has previously received funding support from other Government programmes for the same purposes. Drop Down Menu: Yes – Local Infrastructure Fund / Yes – Other / No. If you answer 'Yes', you will be asked to provide further details and an information message will be generated that says *"This answer may lead to your bid being deemed ineligible"*. In such cases, the HCA reserves the right to seek clarification or additional information before progressing the scheme to the next stage.

- Confirm if there are any pending applications for funding from other Government programmes (apart from this one) for the same purposes? Drop Down Menu: Yes – Local Infrastructure Fund / Yes – Large Sites Investment Programme / Yes – Local Growth Fund (Housing Infrastructure) / Yes – Other / No. If you answer ‘Yes’, you will be asked to provide further details and an information message will be generated that says “*This answer may lead to your bid being deemed ineligible*”. In such cases, the HCA reserves the right to seek clarification or additional information before progressing the scheme to the next stage.

6.2 Profile of Drawdown

Details of the drawdown Profile should be provided split between loan and equity. Bidders are reminded all funding must be drawdown by 31 Mar 2018. Please remember to enter a zero where no value is relevant rather than leaving the box blank or an error will be generated and the bid will be invalid for submission.

6.3 Housing Zone Financial Data (Repayment)

The next section before attaching documents and submitting your bid, deals with the financial repayment. Indicate over how many years / months you expect repayment to take place using the drop down menus to indicate years and months.

6.4 Save site and close

If you are asking for funding in relation to the site, this is the final section of questions to complete. Click on Save Site to save and close this form and return to the Housing Zone details screen. If the site form has been completed a green tick will be displayed in the Valid for Submission column. If the site form has errors or omissions a yellow warning symbol will be displayed (see paragraph 5 above).

7. SAVE YOUR BID

Once all parts have been completed you should click on “Save bid” and address any error messages that are generated. Please ensure that you are happy with the content of your bid before you proceed to submission (see Section 1.3 Changes to Information for further details).

8. SUPPORTING DOCUMENTATION

Before you submit your bid you must ensure that you have attached all the documents that you wish to accompany your online form. All applications for Housing Zone status must include an Outline Delivery Plan; an Investment Proposal (for each site requiring Investment Finance) **OR** a Development Proposal (for each site that requires no Investment Finance). If you are interested in applying for the Public Loan Works Board Project Rate, please also attach a completed proforma. Templates for all these documents can be found on the Housing Zones [webpage](#). Please ensure all details are consistent between the online form and the attached documents.

If you wish to submit site plans and/or a covering letter, these should also be attached before submission.

To view and attach a file please press 'select files' and click on the relevant filename. Once attached, you can open the file and view your attachment, by double clicking on the attachment name. Alternatively, to remove the attachment from your submission please press the 'x' next to the attachment name.

There is no upper file size limit so this should allow bidders to upload everything that is required. If you do have any issues, then email us – Housing.Zones@hca.gsi.gov.uk . For file naming conventions, please see section 1.6 Format of Responses.

9. SUBMITTING YOUR EXPRESSION OF INTEREST

You will not be able to submit your bid until all sections of the form have been completed. You should also ensure that you have attached all the supporting documents that you wish to submit alongside your online form. It should be noted that attachments cannot be made or amended after the bid has been submitted. The system will highlight any omissions or errors in your form and these will need to be addressed before the submission is completed. Please note that if a bid fails to submit, the previous change may not have saved. It is recommended that you save a bid before submitting (un-ticking the submit box will reveal the save button).

To submit your EOI, please tick the box entitled 'I wish to submit this application to the HCA'. This will reveal the 'Submit Bid' button.

Press 'Submit Bid' to send your application to the HCA. Please note this is an irrevocable action so you should check your bid thoroughly before submission as once submitted no further edits are possible.

You can print a copy of your submission by pressing the PRINT button at the top of the screen, just above Section A. There is no facility within the form to save a copy of the bid in PDF or Word format.

You can view your submitted application in the section headed 'Bid Applications' on the homepage of the HCA Partner Portal homepage - <https://partners.hca-online.org.uk/>

All EOIs submitted will receive an automated email to acknowledge receipt.

***YOU ARE REMINDED THAT YOUR EXPRESSION OF INTEREST MUST BE
SUBMITTED***

BY NOON ON 3 OCTOBER 2014

GLOSSARY OF TERMS

(The) Agency

The Homes and Communities Agency or its duly appointed agent.

Affordable Housing

Affordable housing for the purposes of this programme uses the National Planning Policy Framework definition for Affordable Housing which is available from the following link:

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Affordable Homes Programme (AHP)

The Agency's main funding stream for affordable housing for 2011-15, which aims to increase the supply of new affordable homes in England. The majority of homes built will be made available as Affordable with some for Intermediate Housing, Supported Housing and, in some circumstances, Social Rent.

Affordable Home Ownership (AHO)

Housing at prices and rents above those of social rent, but below market price or rents, and which meet the criteria set out above for affordable housing. These include shared ownership and equity loan products, both branded under the umbrella 'HomeBuy' outside London and 'First Steps' in London.

Affordable Rent

A form of social housing, involving homes being made available at a rent level of up to 80% of market rent (inclusive of service charges); the principal product available as new supply through the Affordable Homes Programme in 2011-15.

Brownfield

A brownfield site is defined as "previously developed land" that has the potential for being redeveloped. It is often (but not always) land that has been used for industrial and commercial purposes and is now derelict and possibly contaminated.

Build Out Rate

An estimate of the amount and location of potential development for an area.

Custom Build Serviced Plots Loan Fund

This fund will help to address the challenges that custom builders face and provide finance for the development of serviced plots to support people who want to build their own home

<https://www.gov.uk/government/publications/custom-build-serviced-plots-loan-fund>

Department for Communities and Local Government (DCLG)

The central government department responsible for housing policy and Agency's sponsor.

Development Proposal

Bidders are required to submit a Development Proposal for all sites that do not require funding as part of their expression of interest submission. The development proposal should provide further detail on the sites for which investment finance is not required, but which are included within the Housing Zone given they can be accelerated through other elements of the support package. The

development proposal will need to demonstrate the viability of the sites and the plans for delivery. A template is available [here](#).

Expression of Interest (EOI)

This is the process to determine the eligibility of proposals (in respect of the applicant, proposition and the sites proposed) and to establish the potential level of investment required.

Housing Revenue Account Borrowing Programme

The housing revenue account borrowing programme makes available an additional £300 million borrowing for 10,000 new affordable homes over 2015 to 2016 and 2016 to 2017. This was announced in the 2013 [Autumn Statement](#) as part of the Local Growth Fund and is available to local authorities who have a proposal agreed by their [Local Enterprise Partnership](#).

Housing Revenue Account Land

Land held or acquired by the Council for the purpose of providing Housing Accommodation under Part II of the Housing Act 1985.

Investment Proposal

Bidders are required to submit an investment proposal for all sites that require funding as part of their expression of interest submission. The investment proposal should provide further detail on the sites for which investment finance is being requested as part of the Housing Zone submission. The investment proposal will need to demonstrate the viability of the site, the plans for delivery and further detail relating to the required investment. A template is available [here](#).

Local Authority

For the purposes of this fund we mean the local planning authority. Therefore, in a 2-tier system, we will liaise with the district authority.

Local Development Orders

Local Development Orders are made by local planning authorities and give a grant of planning permission to specific types of development within a defined area. They streamline the planning process by removing the need for developers to make a planning application to a local planning authority. They create certainty and save time and money for those involved in the planning process.

Local Development Order Incentive Fund

The funding for local development orders is part of a drive to unlock viable housing schemes on brownfield sites through the delivery of planning simplification.

<https://www.gov.uk/government/consultations/local-development-orders-for-housing-development-on-brownfield-land-invitation-to-bid>

National Affordable Housing Programme (NAHP)

The name given to the Housing Corporation's main investment programme for 2006-2008 and 2008-2011. Previously it was known as the Approved Development Programme (ADP). From 01 December 2008, this became one of the HCA's programmes. From April 2011, the programme has been superseded by the Affordable Homes Programme (AHP – please see definition above), with runs from 2011-2015.

Outline Delivery Plan

Bidders are required to submit an Outline Delivery Plan for the housing zone as part of their expression of interest submission. This document should set out the overarching rationale and

objectives of the Housing Zone, including the headline strategic link between the sites included within it. A template is available [here](#).

Public Sector Body

A local authority, health authority, new town corporation, a nationalised industry, a Government Agency, an urban development corporation, the Crown, a housing action trust and a residuary body.

Public Works Loan Board

The Public Works Loan Board (PWLB) is a statutory body operating within the United Kingdom Debt Management Office, an Executive Agency of HM Treasury. PWLB's function is to lend money from the National Loans Fund to local authorities and other prescribed bodies, and to collect the repayments. Local authorities may apply for access to cheaper borrowing at the PWLB Project Rate using the template on the Housing Zones [webpage](#) and attaching it to their bid.

Start on Site

The **Start on Site date** means the date on which (a) where applicable, the Developer and Building Contractor have entered into the Building Contract; (b) the Building Contractor or the Developer has taken possession of the Site; and (c) the Start on Site Works have commenced.

Start on Site works

This means: (a) excavation for strip or trench foundations or for pad footings; (b) digging out and preparation of ground for raft foundations; (c) vibrofloatation, piling, boring for piles or pile driving; or (d) drainage work specific to the buildings forming part of the Firm Scheme.

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The Homes and Communities Agency is committed to providing accessible information where possible and we will consider providing information in alternative formats such as large print, audio and Braille upon request.