

Appendix 2– Example of a Call for Sites form



BUCKINGHAMSHIRE LOCAL PLAN: BROWNFIELD LAND CALL FOR SITES 2021

The Council are beginning work on the new Buckinghamshire Local Plan (BLP). The BLP will allocate sites for development in the period up to 2040. We are keen to ensure that when new development takes place it is sustainable and makes the best use of available land. In order to reduce the amount of greenfield land that is required for development, we are aiming to identify any potentially suitable sites for all types of housing and commercial development on brownfield land within Buckinghamshire.

According to the Government's definition, a brownfield site is one which:

- is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure.

It excludes land that:

- is or was last occupied by agricultural or forestry buildings;
- was developed for minerals extraction or waste disposal by landfill, where provision for restoration has been made;
- is in built-up areas such as residential gardens, parks, recreation grounds and allotments; and
- was previously developed but where structural remains have blended into the landscape.

The purpose of this brownfield land call for sites is to help to identify previously developed sites that may have the potential for development and that might ultimately be allocated for development through the BLP. All of the sites that are submitted to us through the call for sites process will be technically assessed for their suitability, availability and achievability (including viability) to meet the development needs of the Council. Further information is available in government guidance about [Housing and Economic Land Availability Assessments \(HELAA\)](#).

This Call for Sites is open from 6 December 2021 and will remain open.

Guidelines for submission

- Please complete a separate form for each site.
- Please ensure the submitted site meets the criteria of this Brownfield Call for Sites set out above.
- Please only complete forms for sites that can accommodate **5 or more new dwellings or economic development on sites of 0.25 hectares (or 500 square**

metres of floor space) and above. There is however no threshold for land that has potential for Gypsy and Traveller accommodation or Travelling Showpeople plots.

- Please include as much information as possible including your connection to the site; **you must also provide a location map that clearly identifies the site boundary and adjacent land also under your control/ownership.** Sites can be put forward by anyone or any organisation, although typically they are promoted by land owners, developers, agents, local businesses, individuals and groups.
- Please do not send in details of sites outside of the Buckinghamshire boundary.

Please be aware that any information you submit will be made publicly available by Buckinghamshire Council and will be identifiable by name or organisation, although the Council will redact any signatures and contact details. (Buckinghamshire Council is the data controller for the purposes of the Data Protection Act 2018 and the General Data Protection Regulations). Please see attached our [privacy notice](#).

If you are in doubt about whether to submit a site or if you have any other queries please contact the Planning Policy Team on or email planningpolicyteam.bc@buckinghamshire.gov.uk

or post to: Call for Sites, Planning Policy Team, Buckinghamshire Council – Wycombe area, Queen Victoria Road, High Wycombe, HP11 1BB.

Your Details

	Your Details	Agents Details (if applicable)
Name:		
Organisation:		
Position:		
Email:		
Telephone:		
Address:		
Town:		
Postcode:		

Your role:	Are you the Landowner, Land agent, Developer, Housing Association, Planning Consultant, Other?
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Site Details

Name of Site / Site Address		
Postcode (if known)		
Name of Parish(es) if applicable		
Site size (hectares)		
Ordnance Survey Grid reference for site centre	Easting:	Northing:

Proposed land use:	Please tick	Proposed no. of residential dwellings or traveller pitches/plots. For non-residential land uses, please indicate proposed floor space in m ² .
New homes (C3 use class)	☐	
Older persons accommodation (C2 use class)	☐	
Mobile homes (C3 use class)	☐	
Traveller accommodation (Pitches for Gypsies, travellers or plots for Travelling Showpeople?)	☐	
Self-build opportunities	☐	
New office	☐	
General industrial	☐	
Storage uses	☐	
Retail	☐	
Leisure (e.g. community facilities, recreation facilities)	☐	
Cultural (e.g. places of worship, arts facilities)	☐	
Another use (please describe)	☐	
Existing / Previous use of the site. i.e. housing, industrial, etc.		
Have you, or any other person, previously submitted the site to the relevant legacy District Council for consideration for development?	Yes ☐ No ☐	
If YES, please provide the HELAA identification number (if known), details of what has changed on site and why the site should be reconsidered.	:	

Planning History

To avoid delays in assessing the site it is essential that you provide a plan showing clearly the site location and boundary (preferably at a scale of 1:2500 or 1:1250)

Has the site ever been subject to a planning application for development for housing or for other uses?	
If YES, please provide details	

Site Ownership

Are you (or your client):

Sole Owner of the Site

☐

Owner of part of the site

☐

Do not own (or hold any legal interest in) the site whatsoever

☐

If you are not the owner, or own only part of the site, do you know who owns the site or the remainder of it (please provide details)? Is land acquisition required?

Please provide details here:

Does the owner (or other owner(s)) support your proposals for the site?

Yes

☐

/ No

☐

Please provide evidence

If you are not the owner why do think the site should be considered to be available, for example is it vacant of any existing use, disused, derelict

Please provide details here:

Timescales

When is the site likely to be available for development?

Within five years

☐

Between five and ten years

☐

Between ten and fifteen years

☐

Over fifteen years

☐

Please identify any potential issues affecting the timescale for bringing the site forward for development (e.g. infrastructure requirements, fragmented ownership, etc.)

Financial Viability

Has an economic viability assessment been carried out for the proposed development?

Yes

☐

No

☐

Unsure

☐

If YES, please provide details below or attach separately.

Market Interest

Do you know if there has been any market interest in the site?

Yes ☐ No ☐ Unsure ☐
If YES, please provide details.

Utilities			
Please tell us which of the following utilities are available to the site.			
Mains water supply	Yes	☐	No ☐ Unsure ☐
Mains sewerage	Yes	☐	No ☐ Unsure ☐
Electricity supply	Yes	☐	No ☐ Unsure ☐
Gas supply	Yes	☐	No ☐ Unsure ☐
Public Highway	Yes	☐	No ☐ Unsure ☐
Landline telephone	Yes	☐	No ☐ Unsure ☐
Fibre	Yes	☐	No ☐ Unsure ☐
Other:			

Potential Constraints		
Are you aware of any issues which could affect the site being developed?		
Physical Constraints (pylons, trees, topography, other)	Yes ☐ No ☐	Unsure ☐
Does the site have access constraints or ransom strips	Yes ☐ No ☐	Unsure ☐
Do restrictive covenants prevent development?	Yes ☐ No ☐	Unsure ☐
Do current uses need to be relocated?	Yes ☐ No ☐	Unsure ☐
Public rights of way cross or adjoin the site?	Yes ☐ No ☐	Unsure ☐
Is the land contaminated?	Yes ☐ No ☐	Unsure ☐
Other constraints the Council should be informed of?	Yes ☐ No ☐	Unsure ☐
If you answered YES to any of the above questions, please provide more details, including details of how you consider any constraints can be overcome.		

Potential Housing Sites

Please answer the following questions if possible, if the site is being submitted for having potential for housing (including as part of a mixed development)

How many new homes (or Traveller pitches/plots) do you think will be built each year?	
Have any studies to support the development of the site been prepared? If so, please provide details.	

Type and size of new homes

What type and size of dwellings?	4+ bed	3 bed	2 bed	1 bed
Houses (including bungalows)				
Flats/apartments				

Affordable Housing Sites

What tenure are you proposing?	4+ bed	3 bed	2 bed	1 bed
Social Rent				
Affordable Rent				
Shared ownership				

If you wish to provide any further information, please continue on a separate sheet.

Declaration

I understand that any comments submitted in response to this request for sites will be made publicly available by Buckinghamshire Council and will be identifiable to by name or organisation.

Name (print)	
Date	

Please read the following disclaimer:

1. The information collected in this form will be used by Buckinghamshire Council to inform its Housing and Economic Land Availability Assessment (HELAA) as part of the preparation of the Buckinghamshire Local Plan. By responding you are accepting that all the information within it will be made available to the public.
2. The identification of sites, buildings or areas within any HELAA does not mean that the Council would grant planning permission for development. All planning applications, including those for residential development will be determined in accordance with the development plan unless material considerations indicate otherwise.
3. The inclusion of sites within any HELAA does not preclude use or development for other purposes.
4. Any boundaries shown are based on information available at the time of the preparation of the survey. They do not represent an absolute area for any future proposals.
5. The exclusion of sites from any HELAA does not preclude their development via a planning application.
6. Any HELAA will represent an estimate of when sites may come forward for development. It does not mean that applications which come forward at different times will be refused on that basis.
7. Any HELAA will use the information available at the time of the study. The Council does not accept liability for any omissions or factual inaccuracies that may be contained within any HELAA. Applicants for planning permission are advised to carry out their own assessments and analysis of any site and not rely on the information within any HELAA.
8. Where the site capacity identified in the HELAA is based on the surrounding neighbourhood density, this should not be taken as the level of housing which would be most appropriate for that site. The density of any planning application will be assessed through the normal planning process and any HELAA will not represent an over-riding justification for any particular density.
9. The Council intends any HELAA to be a living document which is subject to review. Therefore, published information may be out-of-date. Further editions of the HELAA may be published and site suitability may be revised.

Please return this form and your location plan to
planningpolicyteam.bc@buckinghamshire.gov.uk

or post to: Call for Sites, Planning Policy, Buckinghamshire Council– Wycombe area,
Queen Victoria Road, High Wycombe, HP11 1BB.