

	<p><b>West Berkshire Local Plan</b></p> <p><b>Housing and Economic Land Availability Assessment (HELAA)</b></p> <p><b>“Call for Sites” Form (Dec 2016 – March 2017)</b></p>
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## Site Submission

Landowners, developers and the wider public are invited to put forward potential development sites for the Council to consider as part of the West Berkshire Housing and Economic Land Availability Assessment (HELAA) in order to identify a future supply of land which is suitable, available and achievable for housing, employment and other land uses. The information we gather from this process will help inform our next Local Plan which will allocate sites for housing, employment and other land uses to cover the period up to 2036

The period for submission runs from 23 December 2016 to 31 March 2017.

**Please note that sites that may have been previously submitted to us will now need to be submitted afresh with updated information.** Separate forms are available for potential minerals and waste sites <http://info.westberks.gov.uk/mwcallforsites>

## Scope of Potential Sites

The “Call for sites” includes potential sites for uses other than housing, such as employment, retail and leisure uses. Please enter the relevant information on the use(s) you consider appropriate for the site, including mixed uses. The HELAA will not make recommendations on which sites should be developed but will make a preliminary assessment of their suitability and potential.

**The identification of sites does not imply that the Council considers that the site is suitable for development, either now or in the future. It cannot be taken as representing either an intention to allocate these sites, or as a material consideration in the determination of a planning application. Potential sites that have been identified in the HELAA will be further tested through the Local Plan-making process including Sustainability Appraisal/ Strategic Environmental Assessment, several stages of public participation and independent examination. Sites will only be allocated through the new Local Plan**

## Where do I send the completed forms?

Please return all completed forms to the Planning Policy Team either:

- By e-mail to [planningpolicy@westberks.gov.uk](mailto:planningpolicy@westberks.gov.uk)
- In hard copy to Planning Policy, West Berkshire Council, Council Offices, Market Street, Newbury, Berkshire RG14 5LD

Please submit completed forms by 31 March 2017 to guarantee inclusion for assessment. Submissions may be made after that date and the form will continue to be available to enable submissions to be made at any time in the future, to inform future Local Plan updates or to be considered by parishes preparing Neighbourhood Development Plans.

If you have any difficulties completing this form or if you would like further information, please call us on (02635) 519111 or e-mail [planningpolicy@westberks.gov.uk](mailto:planningpolicy@westberks.gov.uk).

## Call for Sites Pro-forma

### Guidance Notes

Before completing this form, please read the following guidance notes:

- Sites may be included in future public consultation exercises and published in the HELAA, so cannot be treated confidentially.
- Please complete the form in as much detail as possible. Please attach an Ordnance Survey map clearly showing the precise boundaries of the site and the part that is regarded as suitable for development (if that is not the whole area). This will assist in the assessment of the site. You are also welcome to attach any relevant additional information (e.g. tree survey).
- Please complete a separate form for each site.
- Please complete a separate form for potential minerals and waste sites which is available at <http://info.westberks.gov.uk/mwcallforsites>
- Do not submit sites that already have planning permission for development unless a new and different proposal is likely in the future. Sites with planning permission will be taken account of in the HELAA and the new Local Plan.
- Only submit sites that you have an interest in and that you believe have genuine potential to be developed over the period to 2036.
- Only sites that are 0.15 hectares (approximately 0.4 acres) or greater in size should be submitted.
- You do not need to complete this form if you are simply proposing minor changes to existing premises (e.g. extensions or renovations).
- In completing this form, you are giving permission for a representative of the Council to access the site with or without prior notice in order to assess its suitability.
- The Call for Sites request is part of the Local Plan making process and is separate from the Council's planning application process.

**Personal information given on this form will be used for the purpose of correspondence only.**

<b>Address of Site</b> <i>(Please include a plan with the boundaries of the site marked in red)</i>

<b>Contact details</b>	
<b>Name</b>	
<b>Organisation</b> <i>(if relevant)</i>	
<b>Address</b>	
<b>Telephone</b>	
<b>Email</b>	

<b>Your Details</b>				
You are..? <i>(Please tick all that apply)</i>	A Private Landowner	<input type="checkbox"/>	A Planning Consultant	<input type="checkbox"/>
	A Public Land-owning Body	<input type="checkbox"/>	A Land Agent	<input type="checkbox"/>
	A Registered Social Landlord	<input type="checkbox"/>	A Developer	<input type="checkbox"/>
	Other <i>(please specify)</i>			
If you are representing a client(s), please supply the name(s) and address(es) of those you represent				

<b>Ownership Details</b>					
Are you the current owner of the site?					
If YES, are you...	<table border="1"> <tr> <td>Sole owner</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Part owner</td> <td><input type="checkbox"/></td> </tr> </table>	Sole owner	<input type="checkbox"/>	Part owner	<input type="checkbox"/>
Sole owner	<input type="checkbox"/>				
Part owner	<input type="checkbox"/>				
If you are not the owner, or the site is in multiple ownership, please provide the name(s), address(es) and contact details of all owners.  <i>(Please continue on a separate sheet if necessary, and provide a plan showing extent of individual land holdings)</i>					
Has the landowner (or each owner) indicated support for development of the land?.					

Site Location		
<b>Site name</b> <i>(is the site known by a particular name?)</i>		
<b>Site address</b>		
<b>Site OS grid reference</b>	Northings:	Easting:

Proposed Development / Land Use <i>(please give details)</i>				
<p>In the 1st column, please tick proposed type of development / land use.</p> <p>In the 2nd column, please tick any land uses you would also consider appropriate.</p> <p>In the details column, please specify the type of use and indicate the proposed mix of uses and number of units, plots, pitches, amount of floorspace etc</p>	Development / Land Use	1st	2nd	Details
	<b>Residential</b>			
	<b>Affordable Housing</b>			
	<b>Specialist Residential</b> (inc. boarding schools)			
	<b>Gypsies &amp; Travellers</b>			
	<b>Travelling Showpeople</b>			
	<b>Employment</b> (inc offices, manufacturing, industry, storage and distribution)			
	<b>Retail</b> (inc. shops, cafés, bars, restaurants etc)			
	<b>Tourism</b> (inc. hotels, boarding and guest houses)			
	<b>Leisure / Recreation</b>			
	<b>Community Facility</b>			
	<b>Renewable Energy</b>			
<b>Other</b> <i>(please specify)</i>				

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Site Details		
<b>Site area (hectares)</b>	Whole site	Area Suitable for development
<b>Current or previous land use(s)</b>	<b>Primary land-use</b>	
	<b>Secondary land-use</b>	
<b>Existing structures</b> (e.g. detached dwelling)		
Would development require relocation of the current use or demolition of existing structures?		
<b>Adjacent land-uses</b> (e.g. 2-storey terraced housing / open farmland)	<b>To the north</b>	
	<b>To the east</b>	
	<b>To the south</b>	
	<b>To the west</b>	
<b>Relevant planning history</b>		

Site Constraints: Are there any limitations that may prevent or constrain development on this site? (please give details)	
<b>Access Issues</b> (e.g. is there immediate access to an adopted highway, is access required over land not controlled by the owner)	
<b>Topography or ground conditions</b> (e.g. site slopes, varying site levels etc)	
<b>Contamination/ Pollution/ Hazardous Uses</b> (e.g. unsuitable ground conditions, previous hazardous land uses, unstable/contaminated structures)	
<b>Flood risk</b> (liability of site to flooding)	
<b>Legal/ Operational Constraints</b> (e.g. ownership constraints, covenants, tenancies, 'ransom strips' or operational requirements of landowners)	
<b>Environmental Constraints</b> (e.g. negative effects on local landscape wildlife designations, protected species, loss of mature woodland, loss of locally used open space or access to open space, )	

<b>Utilities and Infrastructure Provision</b> (e.g. provision of services to development including gas, electricity, water, sewerage and telecommunications)	
<b>Planning Policy Constraints</b> (e.g. based on adopted policy, designations or protected areas including Conservation Areas, SSSIs, Green Infrastructure)	
<b>Other considerations</b> (any other issues that may affect the developability of the site)	

<b>Can the constraints be overcome and are any of them likely to affect the achievability or timing of the development? <i>Please give details</i></b>

<b>Site Achievability <i>(please give details)</i></b>		
Is the site currently being marketed?		
Is the site owned by a developer?		
Is the site under option to a developer?		
Please tick the likely timescale for the site being developed	Available immediately	Within the next 11-15 years
	Within the next 1-5 years	Years 15+
	Within the next 6-10 years	
Once work has commenced, how many years do you think it would take to complete?		

<b>Access to Site - Site Assessment <i>(please give details)</i></b>	
Are there any issues that would restrict access to the site by a representative of the Council undertaking further assessment?	

**Please provide any additional information you think may be helpful to the Council in its consideration of this site for development.  
Please also use this section if you require more space to respond to any of the earlier questions.**

