



St. Helens  
Council

## **St. Helens Local Plan / Strategic Housing Land Availability Assessment “Call for Sites” site suggestion form Guidance Note**

### **Do you want to propose a site or premises in your area for new development or protection from development?**

St. Helens Council is always looking for potential development sites for housing, employment or retail / leisure use, or land that should be protected from development (e.g. natural open space, recreational open space, Local Green Space, etc.), to help it produce evidence on the amount of suitable land available for different uses and for preparing its Local Plan. In particular, every year it updates its Strategic Housing Land Availability Assessment (SHLAA), which considers how much land is available for housing.

If you want to provide information to us on any sites that you believe are suitable and available for development, or if you feel certain sites should be protected, please complete a Call for Sites form, following the advice given in this Guidance Note.

Please note, the Council will give due consideration to all sites put forward in the Call for Sites exercise when preparing relevant studies and the Local Plan. The Council may only be able to take account of sites for inclusion in the Local Plan at particular stages of preparing the Plan. Relevant submissions will be assessed against national planning policy and other relevant considerations. Submitting details of a particular site is not the same as submitting a planning application. If a site is identified as a potential development or protection site in a study, this does not guarantee that the site will be identified in the Local Plan or be granted (or protected from) planning permission.

### **How can I submit the Call for Sites form?**

For inclusion of the suggested site(s) in specific studies or the Local Plan, there may be deadlines for returning the Call for Sites form and accompanying sheets/maps, etc. Check on the relevant planning policy web pages to see when submissions close. Submission that miss the deadline will be stored for use when we next prepare a relevant study or Local Plan.

#### **Return by email to:**

[planningpolicy@sthelens.gov.uk](mailto:planningpolicy@sthelens.gov.uk)

#### **Return by post to**

Development Plans, Chief Executives Department,  
Town Hall Annexe, Victoria Square, St. Helens, WA10  
1HP

### **Can I submit more than one site?**

Yes. You are welcome to submit any number of different sites. A separate form will need to be completed for each site.

## What happens next?

The Council will assess all sites submitted during the Call for Sites exercise, along with other potential sites that the Council has identified, for inclusion in the relevant study or the Local Plan.

## How do I fill in the Call for Sites form?

Please fill in all details in Sections 1-9 of the Call for Sites form following the below advice:

### Section 1 – Your contact details

Your contact details are required. If you are/have an agent employed to act on someone else's/your behalf, please fill out both your own and your client's/agent's details. As this is a public consultation process, your name, organisation, and the site's location will be published by the Council with your site suggestion. However, in line with the Data Protection Act 1998, no other personal details will be released to third parties or published without your permission. Please note that site submissions cannot be treated as confidential.

### Section 2 – Site details

The Council needs to be able to precisely identify the locations and boundaries of all submitted sites. Therefore, it is essential that you supply a map of suitable quality (preferably on an Ordnance Survey (OS) base at an appropriate scale e.g. 1:1250), clearly showing the detailed site boundaries. Site boundaries should be marked in red. Any neighbouring land that you own should be marked in blue.

More than one site boundary may be marked on one map (e.g. if they are close together), provided the sites are clearly labelled and the boundaries remain clear. If you are the landowner, a Land Registry map will normally suffice. If you are submitting your form by email, you will need to send us an electronic copy of the site plan (a scanned copy will suffice).

### Where can I obtain a map?

*Unfortunately, due to OS copyright and licensing restrictions, the Council is unable to provide blank maps for this exercise. If you need to obtain a map, the Government's online Planning Portal has a list of accredited suppliers that can provide suitable maps (please note that these suppliers will charge you for using their service). Other suppliers may also offer similar services.*

*For more information, please visit: <http://www.planningportal.gov.uk/planning/applications/plans>.*

In addition, please tell us the name of the site that it is commonly known by and its location. If known, it would be helpful if you could tell us its approximate size in hectares (but if you prefer to work in acres, please state this instead). It is also important to tell us what your interest in the site is and why you are submitting it to us, i.e. for development or for protection.

### Section 3 – Proposed future use(s)

The Council is inviting site suggestions for uses such as housing, employment, retail and leisure. The Council is also inviting suggestions for sites that should be protected from development or used for open space, nature conservation or Green Belt etc. The Council is also inviting site suggestions for sites suitable for Gypsies, Travellers or Travelling Showpeople.

Please indicate the preferred use that you would like the site to be considered for. Please also indicate what other uses you would also consider acceptable. Please tick all boxes that apply. You should also indicate the potential capacity of the site e.g. the number of houses and approximate density, or amount of floorspace in square metres (but if you prefer to work in square feet, please state this instead), and whether any design work has been done.

## Section 4 – Site Ownership

You do not need to be the owner of the site to put it forward for development. If you know the details of the site owner(s), please give their details. If there is more than one owner, please indicate the extent of individual landholdings on the site map. Please also indicate whether the site owner(s) shows support for its proposed development.

### **How can I find out who owns a site?**

*The Council does not usually hold information on who owns land (apart from its own). If you require details of who owns a particular site, we suggest you contact the Government's online Land Registry who can run a search for you (please note that there is a charge for using this service). Other providers may also offer similar services.*

For more information, please visit:

[http://eservices.landregistry.gov.uk/wps/portal/Property\\_Search](http://eservices.landregistry.gov.uk/wps/portal/Property_Search).

## Section 5 – Market Interest

Please indicate if there has been any market interest in the site, i.e. by developers, house builders or operators. Please tick all boxes that apply. It would be helpful if you could state how relevant this is to the site's proposed future use(s) and the date that the last interest was received.

## Section 6 – Site Condition

Firstly, please record whether the site is currently in active use. Please then indicate what the current use(s) of the site is, or previous use(s) if the site is vacant, and which year it was last used.

Please indicate what proportion of the site is covered by buildings, and what proportion is open land. If there are any buildings on the site, please state how many, what proportion are currently in use or vacant, and approximately which year the buildings were built.

For the parts of the site not covered by buildings, please state what proportion of the land is in active use. Please also state: (A) what proportion is greenfield (i.e. not previously developed); (B) what proportion is previously developed and cleared; and (C) what proportion is previously developed, but not cleared. Please note that the value of A+B+C should total 100%.

In addition, please state the main use of neighbouring land (e.g. residential, industrial or agricultural) and whether the site is currently within or borders the existing settlement area.

## Section 7 – Constraints to Development

To the best of your knowledge, please indicate the severity of any constraints that may affect how easily or quickly the site could be developed. Please provide evidence, wherever possible, to support statements made on the form. It is important to note that the Council will make its own assessment of these matters for each site, perhaps in consultation with utilities providers or the highways authority, etc. We may sometimes come to a different conclusion than that submitted on the form. However, any information provided on these forms will be a useful starting point in assessing each site. If there are any other constraints not listed on the form that you are aware of, please tell us in the space provided.

## Section 8 – Site Availability

Please state when you believe the site could be made available for development. Please note that to be considered immediately available, a site must be cleared, unless it is an existing building that could be converted to another use.

If the site is not immediately available, please state which year it could be available for development and explain why, e.g. by listing the main constraint(s) or delaying factor(s) and actions necessary to remove these.

### **Section 9 – Any Other Information**

Space has been provided for you to tell us anything else of relevance regarding the site, if not covered by any of the other sections. Please continue on a separate sheet, if necessary.

*If you require any more help in completing the Call for Sites form, please contact a member of the Development Plans team by telephone on 01744 676190, email [planningpolicy@sthelens.gov.uk](mailto:planningpolicy@sthelens.gov.uk) or visit Regeneration Reception at St.Helens Town Hall during normal office hours (9 am – 5 pm, Monday to Friday).*