

Appendix A - Call for Sites Form

Call for Sites – Site Information Form

Guidelines

- Sites must be submitted using this form.
- Use a separate form for each site; you may need to photocopy the form if you would like to submit more than one site.
- Sites submitted for residential use should be able to accommodate five or more dwellings, or for economic development use should be larger than 0.25 hectares or able to deliver 500m² of floorspace or more.
- Complete the form fully and to the best of your knowledge.
- Anonymous proposals will not be accepted, as we will need to be able to contact you in the future.
- Ensure written comments are clear and concise.
- Forms must be accompanied by an OS map of the site.
- Additional supporting information is not required at this stage, as we will contact you should further information be required.
- For help filling in the form, or if you would like more information, please contact the Planning Policy team: phone – 01702 318191 or email – planning.policy@rochford.gov.uk

1 Your Details

Are you an agent or the landowner?

Agent Landowner

Other, please specify _____

Full Name (title, first name, last name):

Company/Organisation (if applicable):

Job title (if applicable):

Address (including postcode):

Phone number:

Email address:

2 Land Ownership

Are you or the company you represent, the landowner?

Yes No

If you are not the landowner, do you or the company you represent have the landowner's consent to promote development of the site?

Yes No

Landowner's name (including company name and contact):

If you are not the landowner, do you or the company you represent have a legal option to purchase the land in question?

Yes No

If Yes, please provide details below (e.g. the duration of the legal option on the land):

Are there any leaseholders on the site?

Yes No

If Yes, please provide details below (e.g. the number of leaseholders, and when leases will expire):

Do any of the features selected above present a constraint which could impact on the development of the site? Yes No

If Yes, please provide more detail below, for example how you propose the constraint(s) could be overcome:

Would the site need to be cleared before development can take place? Yes No

What would you like the site to be used for in the future?

- | | |
|---|--|
| <input type="checkbox"/> Housing | <input type="checkbox"/> Industrial / Storage / Distribution |
| <input type="checkbox"/> Education | <input type="checkbox"/> Offices |
| <input type="checkbox"/> Health | <input type="checkbox"/> Mixed development of different uses |
| <input type="checkbox"/> Leisure/Recreation | <input type="checkbox"/> Cultural |
| <input type="checkbox"/> Gypsy, Traveller & Travelling Showpeople Pitches | <input type="checkbox"/> Other |

If Other, please provide more details below:

If you are proposing the site to be used for housing, how many dwellings do you feel could reasonably be developed on the site (taking account of gardens, roads, and other infrastructure which may be required)?

If you are proposing the site for housing, please indicate the type or tenure of housing you would provide (please tick all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Market housing | <input type="checkbox"/> Private rented housing |
| <input type="checkbox"/> Self build housing | <input type="checkbox"/> Social housing |
| <input type="checkbox"/> Retirement housing | <input type="checkbox"/> Intermediate (shared ownership) housing |
| <input type="checkbox"/> Extra-care housing | <input type="checkbox"/> Other |

If Other, please provide more details below:

4 **Site Access**

Does the site front a road? Yes No

If Yes, please state which road(s):

Would existing buildings need to be demolished to gain access to the site? Yes No

Do you own, or have unrestricted rights over, the existing or proposed access to the site? Yes No

Would the occupiers of the new development have full access rights to the site? Yes No

5 **Site Availability**

Can you confirm that you, as the landowner, or company or individual representing the landowner, would be willing to actively promote the site for development? Yes No

Has the site received any interest from developers? Yes No

When will the site become available for development?

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Site is available now | <input type="checkbox"/> 11-15 years |
| <input type="checkbox"/> 0-5 years | <input type="checkbox"/> 16-20 years |
| <input type="checkbox"/> 6-10 years | <input type="checkbox"/> 20+ years |

Is there any other information regarding the site that you wish to bring to the attention of the Local Planning Authority? Yes No

If Yes, please provide more details below:

6 Site Map

This form must be accompanied by an OS map of the site which clearly shows the site boundary edged in red and at least two named roads to help identification of the site's location. The map should be A4 or A3 in size and should be clearly labelled with the site's name and location, and your name and contact details. If only part of your land is being submitted, any other land in your ownership or control should be edged in blue. If there is more than one landowner for the site, these should be clearly defined on the map. A signed statement from each landowner confirming their agreement for the Council to consider the site for future development should be supplied with the map.

7 Agreement

I confirm that I have completed this form to the best of my knowledge, and that my personal information may be held by the Council in accordance with the requirements of the Data Protection Act 1998 and used for planning policy purposes.

Signed _____

Date: _____

Thank you for completing this questionnaire

Please return completed forms and maps before 5pm on 31 March 2017 to the Planning Policy Team, by:

Post: Rochford District Council, South Street, Rochford, Essex. SS4 1BW

Email: planning.policy@rochford.gov.uk

Fax: 01702 318181