

**Appendix 13
Call for Sites Housing Site Suggestion Form**



POTENTIAL HOUSING SITE SUGGESTION PROFORMA

Please use this form to provide supporting information on sites suggested for inclusion in the South Worcestershire Development Plan for housing development. A separate form should be completed for each site suggested. You may photocopy this form or obtain more copies free of charge on request. Please provide a site plan identifying the land suggested at a scale of no less than 1:2500.

Please return your completed forms by 17:00 Wednesday 2nd April 2014 to:
SHLAA
South Worcestershire Development Plan
Orchard House
Farrier Street
Worcester
WR1 3BB

1. Please complete your name and contact details

Name: (BLOCK CAPITALS):	
Organisation: (if applicable)	
Address:	
Postcode:	
Daytime telephone no:	E-mail address:
Fax No:	
Agents Name: (BLOCK CAPITALS):	
Organisation: (if applicable)	
Address:	
Postcode:	
Daytime telephone no	E-mail address:
Fax No:	

2. Site Information

Site Location Address or OS grid reference	
Current Land Use e.g. agriculture, employment, unused/vacant etc	
Type of site	

e.g. greenfield or Previously Developed Land (as defined in the NPPF glossary)	
Existing trees and other landscape features on this site	
Ecological features and areas of biological importance	
Access to public transport e.g. bus and rail services	
Means of access into the site	
Availability of utilities and services e.g. water supply and sewage disposal	
Obvious site constraints	
Availability of the site e.g. within 5 years, 6-10 years, 11-15 years (from 31 March 2014)	
Ownership: Single/Multiple	
Landowners attitude to development	

3. Supporting Comments – Please note, only a brief summary is required

Your data is being collected by South Worcestershire Councils (which comprises Wychavon District, Worcester City and Malvern Hills District Councils), for the purposes described on this form and in the Guidance Notes, and will not be used for any other purpose, or passed on to any other body, except as required by law, without your consent.

Occasionally third parties may request details relating to submissions of suggested housing sites. If you would prefer your details not to be passed on please indicate here []

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Signature Date.....

Guidance Notes

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

- All sites submitted will be considered as part of the Strategic Housing Land Availability Assessment (SHLAA) process and may be included in the updated SHLAA document and on the South Worcestershire Development Plan (SWDP) website. They cannot be treated confidentially.
- The information we receive will be mapped and entered into a database.
- We will publish a schedule of the sites put forward, and the uses suggested for them. When completed it will be available to view on the SWDP website.
- An objective assessment of the sites suggested will be carried out using the SHLAA 4th Edition methodology. This will include site survey work. As well as providing evidence to inform preparation of the SWDP, the assessment may also be referred to by neighbourhood forums and parish/town councils as a starting point when identifying sites to allocate in a neighbourhood plan.
- Please use a separate 'call for sites' proforma for each site.
- Complete the proforma in as much detail as possible, sign and date.
- Attach a map for each site clearly identifying the location and outlining the precise boundaries of the site and the part that is deemed suitable for housing (if this is not the whole area.)
- If you need further advice about providing information or obtaining maps please contact the appropriate planning officer below:

Malvern Hills District Council:	Angela Newey/Rosie Murray	(01684 862373)
Worcester City Council:	Adrian Becker:	(01905 722545)
Wychavon District Council:	Jessica Woolley:	(01386 565430)
- Only sites with a potential capacity of five or more dwellings (or 0.16ha or more based on up to 30 dwellings per hectare) should be submitted.
- The call for sites includes broad locations as well as specific sites.
- Do not submit sites that already have planning permission for development or are subject to current planning applications unless a new and different proposal is likely in the future.
- Do not submit any sites that you previously submitted to the earlier SHLAA work, or where you have written to ask for a site to be considered through the SHLAA process; or are already included in the SWDP Proposed Submission Document (Jan 2013) or that you made formal representations on the SWDP Proposed Submission Document and 'omission sites' (Jan. 2013), unless you wish to make any changes to previously submitted sites (for example site area, land ownership, new access), or wish to withdraw any site(s) from further consideration.
- Assessment of sites through the SHLAA is to enable their potential to be assessed, but assessing a site does not give an indication whether it will, or

will not, be proposed for allocation; and no assumption regarding how a planning application would be determined can be made.

- Sites in Worcester City, in the main and other towns, and within development boundaries of Category 1 and 2 villages listed in the SWDP will be assessed. Other sites will also be assessed unless they are clearly contrary to national planning policy and/or legislative requirements.

Data Protection Notice:

Personal information given on this form will be used for the purpose of correspondence only, and will not be used for any other purpose. You have a right to a copy of your information held by any organisation, with some exemptions. To gain access to your personal data held by the South Worcestershire Councils or if you have any Data Protection concerns please contact the relevant Data Protection Officer via email

Malvern Hills: nicola.stevens@malvernhills.gov.uk

Worcester: foi@worcester.gov.uk

Wychavon: david.hood@wychavon.gov.uk