

## Appendix B – Call for Sites Form

# Strategic Housing and Economic Land Availability Assessment

## Call for Sites Pro-Forma

- Please complete this form if you would like to suggest proposals for future land use and development within, or partially within the Harlow Council district.
- Please complete a separate form for each site and attach a 1:1250 (or less) scale Ordnance Survey map clearly showing the precise boundaries of the site outlined in red. If you also own adjacent land, please also outline this in blue.
- There are 11 sections to this form. Please complete each section clearly and legibly in BLOCK CAPITALS and to the best of your knowledge. Please use section 11 if you require more space when completing this form. You are also welcome to attach any relevant additional information (e.g. tree survey).
- Only submit sites that you have an interest in and that you believe have genuine potential to be developed over the next 15 to 20 years.
- Given the nature of Harlow district, many sites that come forward for development are either small sites or conversions. Thus, there is no minimum size of site. However, you do not need to complete this form if you are simply proposing minor changes to existing premises (e.g. household extensions or renovations).
- All sites may be included in future public consultation exercises necessary for the production of the Local Plan and so cannot be kept confidential.
- 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 ascertain its suitability (please see Section 9).
- Please note that the Call for Sites request is part of the Local Plan making process and is separate from the Council's planning application process.

**1. Contact Details** (you must give your name and contact details for your site to be considered. This information along with details of ownership will be used in accordance with the Data Protection Act 2018. (please see note at end of form))

Title		First Name/Initial		Surname	
Organisation (if relevant)					
Representing (if relevant)					
Address					
Postcode					
Telephone					
E-mail					
I am (please tick all those that apply)	A Private Landowner <input type="checkbox"/> A Public Land-owning Body <input type="checkbox"/> A Registered Social Landlord <input type="checkbox"/> A Planning Consultant <input type="checkbox"/> A Land Agent <input type="checkbox"/> A Developer <input type="checkbox"/> Other (please specify)				
Do you wish to be notified of future consultations relating to Planning Policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>				

## 2. Site Location

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

## 3. Ownership Details

Are you the current owner of the site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, are you	Sole owner <input type="checkbox"/>	Part owner <input type="checkbox"/>
If you are a part owner, please provide name(s) and address(s) of the other landowners <i>(if you require more space please use Section 12)</i>		
If you are not the landowner and have consent from the landowner to submit this site, please provide name(s) and address(s) of the other landowners <i>(If you require more space please use section 12)</i>		

## 5. Proposed Development/Land Use

Tick one or more depending on if the site is being proposed for single or mixed use.  In the details column, please specify the type of use and	Development & Land use	1st		Details
	Residential			
	Affordable Housing			
	Self-Build or Custom Build Housing			

indicate the proposed mix of uses and number of units/plots/pitches/floorspace etc	Specialist Residential			
	Gypsies & Travellers			
	Travelling showpeople			
	Community Facility			
	Leisure/Recreation			
	Retail			
	Employment			
	Renewable Energy			
	Mixed- use			
	Other			

#### 4. Site Details *(please give details)*

Site area (hectares)	Whole site.....Ha	Area suitable for development .....Ha
Type of site	Greenfield <input type="checkbox"/> Brownfield <input type="checkbox"/>	
Is the site	Vacant <input type="checkbox"/> Occupied <input type="checkbox"/> Partly occupied <input type="checkbox"/>	
Current or most recent uses(s)	Primary land-use	
	Secondary land-use	
Existing structures (e.g. detached dwelling)		
Would development require relocation of the current use or demolition of existing structures?		
Adjacent land-uses (e.g. 2-storey terraced housing, open farmland)	To the north	
	To the east	
	To the south	
	To the west	
Relevant planning status and history – if known please include relevant planning application reference number(s) (if you		

require more space  
please use Section 12)

## 6. Site Constraints (*please give details*)

Highways	Is there direct access from a public highway?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If YES, is this highway a classified road	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How do you propose to access the proposed development? (e.g. highway works)			
Are there any ransom strips?			
Are there any legal issues/covenants?			
Are there any other access issues?			
Utilities (Please tick which of the following utilities the site has access to)	Mains Water Supply <input type="checkbox"/>	Gas Supply <input type="checkbox"/>	
	Mains Water sewerage <input type="checkbox"/>	Electrical Supply <input type="checkbox"/>	
Are there any trees and/or mature hedges on the site or on the boundary?			
Are there any Tree Preservation Order designations			
Are there any environmental/wildlife designations? (e.g. Wildlife Sites/SSSI/protected species etc.)			
Are there any heritage designations? (e.g. listed buildings/SAM's/conservation areas etc)			
Are there any physical constraints? (e.g. contaminated land/risk of flooding)			
If the site is in agricultural use, what grade is the agricultural land classification?			
Is the site currently within the Metropolitan green Belt?			

Are there any other Local Plan designations? (e.g. Green Wedge)

Are there any other known constraints?

## 7. Infrastructure and Interventions *(please give details)*

Are there any interventions available to overcome any constraints? <i>(If you require more space please section 12)</i>	
Are there any specific infrastructure requirements? <i>(If you require more space please section 12)</i>	

## 8. Site Availability *(please give details)*

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 (2023/24) <input type="checkbox"/>	
	Year 1-5 (2024/25- 2028/29) <input type="checkbox"/>	Year 6-10 2029/30- 2033/34 <input type="checkbox"/>
	Years 11- 15 (2034/35-2038/39) <input type="checkbox"/>	Years 15+ (Post 2038/39) <input type="checkbox"/>
Once work has commenced how many years would it take to complete?		
If applicable, please give details of phasing and annual completion rates		

## 9. Access to Site – Site Assessment

Are there any issues that would restrict access to the site by a representative of the Council undertaking further assessment?	
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## 10. Site Map

Please attach a 1:1250 (or less) scale Ordnance Survey map clearly showing the precise boundaries of the site and details of site ownership.
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**11. Continuation Section (please use this section if you require more space to respond to any other section)**

Section number	Details

Please return your completed Pro-forma to the Forward Planning Team

By email: [myharlow@harlow.gov.uk](mailto:myharlow@harlow.gov.uk)

By post: Forward Planning Team  
Civic Centre,  
The Water Gardens,  
Harlow CM20 1WG

Office Use Only

Date received:

Date Acknowledged

Site Reference:

Note: Data Protection Statement

By responding, you give consent to the Council to hold & process your personal data in accordance with the Data Protection Act and the General Data Protection Regulation. Your name, organisation & comments may be available for others to view at the Council offices & on the Council website.