

# **Call for Sites - Site Identification Form**

Southend-on-Sea Local Planning Framework

Author: Planning Policy

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The Council is gathering information about land that might be considered suitable for some form of development in the Borough in the future, through this 'Call for Sites'.

The assessment of land availability, for both housing and economic development, is an important component in the preparation of Local Plans. Sites submitted as part of the Call for Sites will be assessed as part of the preparation of a new Southend Local Plan, which may ultimately lead to the site being allocated, providing more certainty for development in this location.

Information gathered during the Call for Sites will therefore be assessed within the Housing and Economic Land Availability Assessment (HELAA) and other evidence base documents. Submitted sites are assessed to establish the capacity, suitability, availability, and achievability for development, taking into account planning policy, environmental and local constraints and the extent to which these can be mitigated or addressed.

The Call for Sites will not however determine whether a site should be allocated for development, it is a technical exercise aimed at identifying potential sites for development, and all proposals will be considered. It is unlikely that all sites put forward will be included in the new Southend Local Plan but submitting a site(s) through the Call for Sites ensures it is considered, and may lead to an allocation.

## Guidelines

- Sites that are capable of achieving 5 or more residential units, or economic development on sites of or 0.25 hectares (or 500m<sup>2</sup> of floor space) or more should be put forward for consideration.
- Please use this form to submit sites for consideration, using a separate form for each site.
- Please complete the form fully, including your contact details, and to the best of your knowledge.
- Sites with unimplemented planning permission will be considered as part of the HELAA.
- Forms must be accompanied by an Ordinance Survey map of the site, which must show at least two named roads, to ensure the site is correctly identified.
- If there is more than one landowner, please ensure the land ownership boundaries are clearly defined on the map, and please provide confirmation that each landowner is in agreement of the consideration of the land for possible development.
- If the site is to be considered in conjunction with other sites, to form a larger development area, please ensure details are clearly provided within the form.

This form and accompanying information should be submitted by email to: **[Planningpolicy@southend.gov.uk](mailto:Planningpolicy@southend.gov.uk)**

Or by post to:  
Planning Policy  
Department for Environment and Place  
Southend-on-Sea City Council  
Civic Centre  
Victoria Avenue  
Essex, SS2 6ER

If you have any enquiries regarding the Call for Sites, please email [Planningpolicy@southend.gov.uk](mailto:Planningpolicy@southend.gov.uk) or call 01702 215004

# Call for Sites - Site Identification Form

## 1. Contact Details of the person submitting the Site for Consideration

1.1 Full Name

1.2 Organisation/  
Company

1.3 Job Title

1.4 Address

1.5 Telephone No

1.6 Email

1.7 What is your interest in the land?

1.8 Is this the person you would like to be kept informed about the site's progress in the HELAA?  
(If not, please provide alternative contact details)

## Landowner Details

1.9 If details are the same as provided in the box above, please tick here ☐

1.10 Is the site in multiple-ownership? Yes ☐ No single ownership ☐  
(if yes please provide all details below)

1.11 Full Name

1.12 Organisation/  
Company

1.13 Address

1.14 Tele No

1.15 Email

**1.16** If you are not the landowner, do you or the company you represent have the landowner's consent to promote development of the site? (If yes, please provide details)

**1.17** If you are not the landowner, do you or the company you represent have a legal option to purchase the land in question? (If yes, please provide details)

**1.18** Do all landowners consent to their land being considered?

**1.19** Are there any leaseholders on the site? (If yes, please provide details).

**If the site is being promoted by a developer, please provide their contact details below:**

**Details of Person/ Organisation Promoting the Site**

**1.20** Full Name

**1.21** Organisation/  
Company

**1.22** Address

**1.23** Tele No

**1.24** Email

**1.25** Is there an option on this site? (If yes, please provide details)

## 2. Site Details

Details of the site will allow the Council to clearly identify the site and carry out an assessment of it. Sites that can accommodate 5 or more residential units, or economic development on sites of 0.25 hectares (or 500m<sup>2</sup> of floorspace) or more should be put forward.

**2.1** Does the site form part of a wider area/several sites that are proposed to be conjoined to form a larger site? If yes, please include detail here and provide detail of each site below

**2.2** SiteName

**2.3** Address  
(incl. postcode)

**2.4** Site Area  
(in hectares)

**2.5** What is the Current Use of the Site?  
(if the site is vacant, please state this and include details of the last use of the site)

**2.6** Does the site have a current planning permission? If so, please provide detail of the site's planning history here.

**2.7** If there are any other details you would like to provide about the site, please provide more detail here.

### 3. Site Suitability - Potential Constraints to Development

Are there any environmental, physical or historic features that may constrain the site? If the site concerned is to be considered as part of a wider development area consisting a number of sites, please complete for each site.

#### Constraints

**3.1** What are the land uses bordering / near to the site?

**3.2** Are there any known physical constraints to the site that could limit development? If yes, please provide further detail (e.g. topography, access to utilities, pylons or overhead lines).

**3.3** Is the site within the Metropolitan Green Belt?

**3.4** Is the land contaminated? If yes, please provide further detail.

**3.5** Are there any environmental designations on the site? If yes, please provide further detail (e.g. flood risk, trees, woodland, hedgerows)

**3.6** Are there any historic features/ designations on the site? If yes, please provide further detail (e.g. listed and locally listed buildings, conservation area, scheduled ancient monument)

**3.7** If constraints are identified, please provide more detail on how you propose the constraints could be overcome.?

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

## 4. Future Use

Please inform us of the future intentions for the site and the availability of the site for future development. If the site concerned is to be considered as part of a wider development area consisting a number of sites, please complete for each site.

### 4.1 Future Use of the Site

Please select the proposed use(s) for the site by checking the relevant box

Residential	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Employment - Offices	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Employment - Industrial/ Storage/ Warehousing	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Retail	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Leisure / Recreation / Tourism	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Cultural	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Health	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Education	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Community	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Mixed uses	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Gypsy and Traveller Pitches	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Other uses (please provide more detail here)

## Scale and Nature of Future Development

**4.2** If the site is proposed for residential, how many dwellings are considered appropriate?

**4.3** What type or tenure of residential development would you provide on the site?

**4.4** If the site is proposed for other uses, what level of floorspace is proposed / number of units?

**4.5** If the site is proposed for mixed uses, what uses would this consist of?

**4.6** Is there potential to provide any infrastructure as part of the site? (e.g. transport, community, education, green infrastructure etc.)

**4.7** If there is any other relevant information, please provide this here?

## 5. Site Achievability

We would like to understand more about the timeframe in which the site will come forward and be achievable for development. This may, for example, be dependent on the existing use or lease. If the site concerned is to be considered as part of a wider development area consisting a number of sites, please complete for each site.

### 5.1 Site Achievability

When will the site come forward for development? Please check the relevant box.

Site is developable now	Yes <input type="checkbox"/>	No <input type="checkbox"/>
0 - 5 years	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6 - 10 years	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11 - 15 years	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16 - 20 years	Yes <input type="checkbox"/>	No <input type="checkbox"/>
20+ years	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**5.2** If you have selected that the site is developable now, or in 0-5 years, please provide further detail of what is actively being done to achieve this timeframe.

**5.3** Has the site received any interest from developers? If yes, please provide detail.



## 6. Site Access

**6.1** What road would provide access to the site? (including where a new road would be required to link to an existing road)

**6.2** Do you own, or have unrestricted rights over, the existing or proposed access to the site?  
If no, please provide further detail.

**6.3** Would the occupiers of the new development have full access rights to the site?

## 7. Checklist

Please ensure you have included the following with your submission:

OS map of the site, showing at least two named roads

☐

If there's more than one landowner, land ownership boundaries are  
clearly shown on the map

☐

## 8. Agreement

I confirm that I have completed this form to the best of my knowledge.

Signed

Date

**Thank you**

### Data Protection Notice:

The Information collected will be processed in accordance with the Data Protection Act 1998.  
Information from the forms will be stored on a computer database used solely in connection with the Local Plan Review.

If you have any queries please contact 01702 215004.