

'Call for Sites'

Guidance Note on filling in the Site Suggestion Form

Do you want to propose a site for development?

Or do you know of land or premises in your area that you think should be redeveloped?

If you wish to suggest a particular piece of land for development of some sort, please fill in the "Site Suggestion" form and post or email it to the Council. Guidance on how to complete the form is provided on the next page.

Background

Warrington Borough Council is updating its Strategic Housing Land Availability Assessment (SHLAA). The purpose of the 'call for sites' is to identify, quantify and assess the suitability of land for future development across the Borough. This study is being carried out on an annual basis as part of on-going monitoring work for our Local Planning Framework, which will guide all future development within the area.

The Council will take note of all sites suggested in the district. Sites for housing and /or employment uses will be given detailed consideration. Sites for other uses will be assessed in the future as part of the Local Planning Framework process.

Please note the following important points:

- **Submitting details of a particular site is not a guarantee that the Council will support or allocate the site for development.**

The Council will give due consideration to all sites put forward in this exercise. However, we will assess them against planning policy, and other relevant considerations and may come to different conclusions to those submitted. Promoted sites will go on to be considered as part of the Local Planning Framework process in the District.

- **Please ensure the Council receives forms by 1st April 2025.** Material submitted after this date may not be included in this year's assessment exercise.
- **If you wish to submit a site outside of Warrington you will need to contact that Council directly.**

What happens next?

The Council will assess all sites submitted during the "Call for Sites", along with other potential sites that the Council has identified.

The Council will publish the results near the end of 2025, together with details of how it intends to utilise the results to inform future Local Planning Framework planning documents. There will be an opportunity to comment on the sites put forward at this time.

How to fill in the Site Suggestion Form

Please fill in all details in Sections (1)-(8) of the Site Suggestion Form. Most of the fields on the form should be self-explanatory.

Submitting more than one site

You are welcome to submit a number of different sites. We will require a separate pro-forma to be used for each separate site. To avoid repetition, you may simply record your own name and interest in the site in Section (1) of the form ("Your Details") for the second and subsequent forms where you have provided full contact details on the first form. (Please note that all the other sections of the second and subsequent forms will still need to be completed.)

Section (1) – Contact details

Your contact details are required. As this is a public consultation process, your name and organisation, and the site's location will be published with your representation.

Please note that sites cannot be treated as confidential.

An email address is helpful as it enables us to save resources, should we need to contact you.

Section (1) – Site location plans

We need 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 base at an appropriate scale, e.g. 1:1250), clearly showing the detailed site boundaries. 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.

Section (4) – Ownership

You do not need to be the owner of a site to promote it for development.

The Council does not tend to 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 Land Registry.

Section (7) – Site constraints

We are asking for an indication of the extent of various constraints that may affect how easily or quickly the site could be developed.

Please provide us with evidence, wherever possible, to back up assertions made on the form. It is important to note that the Council will make their 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 from what is submitted on the form. However, any information provided on these forms will be a useful starting point in assessing each site.

Please post the completed forms, along with accompanying maps, etc. to:

Planning Policy & Programme Team – Warrington Borough Council, Growth Directorate, East Annex, Town Hall, Sankey Street, Warrington, WA1 1UH

Electronic forms and accompanying maps should be emailed to ldf@warrington.gov.uk

If you have any queries, please contact us on **01925 442826** or at the above email address.

Further details may be found on the Council's website.