

Call for Sites Guidance and FAQs Note

Before submitting details of a site, you should be aware that:

- An objective assessment of all the sites suggested will be carried out to look at their suitability, deliverability and availability for potential development. Sites put forward and assessed will not necessarily be selected for inclusion in the Local Plan Document.
- A range of major policy constraints and sustainability criteria will be used to filter and sieve out those sites that do not deliver the aims and objectives of the Local Plan and are therefore considered to be inconsistent with the overall spatial strategy.
- Following assessment of suggested sites those considered to be most appropriate and deliverable will be taken forward in the draft Local Plan document that the Council undertakes a full public consultation on during summer 2018. The Council will also publish a list of the sites that have not been selected following assessment, together with the reasons for their exclusion. Confidential proposals therefore cannot be accepted.
- Anonymous proposals cannot be accepted as we will need to be able to contact you in the future. Although not required to do so, if you wish to you can use an agent (e.g. planning consultant, solicitor or estate agent) to submit proposals on your behalf.

How to submit site proposals:

- Sites put forward for consideration should be submitted on the Call for Sites response form. This helps to provide the information needed to consider the site proposals.
- A separate form should be used for each site.
- We recognise that it might be difficult to provide the more detailed information requested, particularly if you do not own the site. However, detailed information of the type requested will help us to assess proposals (in particular to consider whether there is a reasonable chance that the suggested use can be delivered). For this reason, we request that you also complete to the best of your knowledge as much of the form as possible. Each request should be supported by an accurate map (see below).
- There should be a reasonable chance that sites will become available for development or redevelopment during the period up to 2036.

- Sites must be within the administrative area of London Borough of Barnet (if sites cross an administrative boundary into another Local Authority we would also like to know the full extent of the site).
- It is not necessary to provide detailed supporting information at this stage, however please attach a separate sheet to the call for sites proforma if you are unable to provide all the information in the space provided on the form. If we require more information we will contact you again.

Maps:

- The boundary of the site must be clearly marked on an OS map base, supplied at A4 or A3 size. The scale must be sufficient to enable the boundary of the site to be clearly identified (for the majority of the sites the scale would need to be 1:1250 or less). Maps on which property boundaries cannot be accurately identified (for example those derived from Street Maps such as A-Z) will not be accepted.
- The following organisations can supply appropriately scaled Ordnance Survey Maps (upon payment of a fee):
 - i) Latitude Ordnance Survey (Northaw House, Coopers Lane, Northaw, Hertfordshire, EN6 4NG); www.latitudemaps.co.uk 01707 663090
 - ii) Stanfords (12-14, Long Acre, Covent Garden, London, WC2E 9LP); www.stanfords.co.uk 02078 361321
 - iii) Mail Boxes Etc. (116 Ballards Lane, Finchley, London, N3 2DN): www.mbe.co.uk/etc/mapping 02083 463472
 - iv) The National Map Centre (21 Station Road, Rainham, Kent, ME8 7RS): www.planningmaps.co.uk 01635 238238
- The map must show at least two named roads, to ensure that the site can be correctly identified. A postcode would also help to locate the site, (even if this is for adjacent land or buildings), and grid references should be supplied if available.
- The land in question must be edged in red (if you also own adjacent land please also edge this in blue).
- Maps should be clearly annotated with the name/ location of your site and your name and contact details (in case they become detached from the form).

For further information please contact The Planning Policy Team on 020 8359 4990 or email: forward.planning@barnet.gov.uk

Call for Sites FAQs**1. What is a Call for Sites suggestion and how does this relate to the Local Plan?**

The Call for Sites is an opportunity for individuals and organisations to suggest land or buildings within Barnet for development or change to alternative uses. The suggestions we receive will be assessed and the site allocations chosen included within the Council's draft Local Plan.

Community engagement and consultation will contribute to production of the Local Plan which will also be tested using a tool called the Sustainability Appraisal, and then be subject to an independent public examination, before the Council can adopt the plan containing the site proposals.

2. I supplied details of a site previously and then heard nothing, why is it necessary for me to repeat this again now?

It had been the Council's intention to produce a separate Development Plan Document containing site allocations to complete the suite of documents comprising the Local Plan. However, following publication of revised national planning policy guidance by the Government and revisions to the Mayor's London Plan it has now become necessary to review all the previously adopted Local Plan documents. Therefore, in undertaking this review, the Council has decided to incorporate site allocations within one Local Plan document. To ensure that the draft Local Plan document that the Council consults on next year is based on the most reliable up to date information we need to ask everyone to submit their current proposals.

3. What is the Policies Map?

We will publish a final Policies Map following the adoption of the Local Plan. The Policies Map will set out individual proposals sites allocated for development together with new, existing or revised sites such as Conservation Areas, Sites of Nature Conservation Interest, Open Space etc.

4. When will the Call for Sites take place?

The Call for Sites suggestions invitation runs from 7th August 2017 until Friday 1st September 2017. Sites submitted after that period may not be considered for inclusion in the Council's draft Local Plan.

5. How do I respond to the Call for Sites?

We would like to hear from you if you wish us to consider a site, or sites, within the Borough to be allocated for development. Sites need not necessarily be in your ownership and could be developed for a wide range of uses. For each site being put forward a Call for Sites response proforma should be completed and accompanied by a map showing a clear site boundary.

The response form and further guidance can be downloaded from the Local Plan section of the Council's website which is accessed via [this link](#).

What happens next?**1. What will happen to the information provided on sites?**

Information received will be mapped and entered into a database - held by the Planning Policy Team – during Autumn 2017. Following an objective assessment of all sites and uses suggested, what the Council believes to be the most appropriate and deliverable sites will then be taken forward in the site allocations section of the Local Plan consultation document. Comments on the draft plan containing these sites will then be invited next summer.

2. How can I find out what sites have been suggested?

We will publish a report listing the schedule of the sites put forward and the uses suggested for them together with the Council's views on each. This will be published alongside the consultation draft of the Local Plan. We are also required to produce and publish on our website a Brownfield Land Register by 31st December 2017. Where a respondent to the Call for Sites exercise indicates that they wish it and provided that the criteria¹ are met, their site will also be recorded on Part 1 of the Brownfield Land Register.

3. How will suggested sites and uses be assessed?

An objective assessment will be carried out to inform the Council's decisions on which sites to include in the draft Local Plan. In reaching a decision on each site and proposed use, account will be taken of any major policy constraints and a range of sustainability criteria will be used to filter or sieve out those sites that do not deliver the aims and objectives of the Local Plan.

4. Will all sites that people suggest be included?

All proposals received will be carefully considered but it is unlikely that all sites put forward will be included in the Local Plan. If sites and suggested uses are not included, we will explain why.

5. Will there be opportunities for future involvement?

Yes. A key opportunity to have your say will be when we issue a draft of the Local Plan, including the site allocations chosen, for community consultation (we expect this to happen during summer 2018). This document will set out our preferred approach for the use of individual sites identified. We will explain the reason for including sites and proposed uses. We will also explain the reason for not including any sites put forward during the Call for Sites.

6. What is the timetable and next steps?

The main stages are shown in the Local Development Scheme in the Local Plan section of the Council's website. In brief, community consultation on the preferred approach draft Local Plan document will take place during summer 2018. This will be followed by the submission of the draft Local Plan to the Secretary of State to enable an Independent Examination to be held prior to the Council finally adopting the Local Plan during 2020.

¹Please see Regulation 4 of The Town and Country Planning (Brownfield Land Register) Regulations 2017