

Sefton Council 'Call for Sites' Guidance note

Sefton Council are required to look out for potential development sites for various types of development, including for housing, employment or other uses. This is to help ensure sufficient suitable land is available for development and to help update our evidence base, including on how much land is available for housing and the brownfield land register.

If you want to provide information to us on any sites that you believe are suitable and available for development, please complete a Call for Sites form, following the advice given in this Guidance Note.

How can I submit the Call for Sites form?

This Call for Sites exercise will run until **Friday 16th May 2025**. Officers cannot guarantee that forms submitted after the deadline will be considered as part of this SHLAA update.

Please send completed forms and supporting information/plans to:

Email local.plan@sefton.gov.uk

Or post

**Planning Services
Magdalen House
30 Trinity Road
Bootle
L20 3NJ**

Can I submit more than one site?

Yes. You are welcome to submit any number of different sites. A separate form will need to be completed for each site.

How do I fill in the Call for Sites form?

Please fill in all details in Sections 1-9 of the Call for Sites form following the below advice:

Section 1 – Your contact details

Your contact details are required.

If you have an agent employed to act on someone your behalf, please fill out both your own and your agent's details. As this is a public process, your name, organisation, and the site's location may be published by the Council with your site suggestion. However, in line with the Data Protection Act 2018, no other personal details will be released to third parties or published without your permission. Please note that site submissions cannot be treated as confidential.

Section 2 – Site details

The Council needs 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 (OS) base at an appropriate scale e.g. 1:1250), clearly showing the detailed site boundaries. Site boundaries should be marked in **red**. Any neighbouring land that you own should be marked in **blue**.

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. If you are the landowner, a Land Registry map will normally suffice. If you are submitting your form by email, you will need to send us an electronic copy of the site plan (a scanned copy will suffice).

In addition, please tell us the name of the site that it is commonly known by and its location.

It would also be helpful if you could provide its approximate size in hectares or acres. It is also important to tell us what your interest in the site is.

Section 3 – Proposed Use(s)

Please set out uses that you consider would be most suitable on this site. If housing is proposed, try to estimate how many homes could be accommodated. If other uses are suggested, please try to estimate the floorspace that could be accommodated.

Section 4 – Site Ownership

You do not need to be the owner of the site to put it forward for development. If you know the details of the site owner(s), please give their details. If there is more than one owner, please indicate the extent of individual landholdings on the site map. Please also indicate whether the site owner(s) shows support for its proposed development.

The Council does not 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 Government's online Land Registry who can run a search for you (please note that there is a charge for using this service). Other providers may also offer similar services.

Section 5 – Market Interest

Please indicate if there has been any market interest in the site, i.e. by developers, house builders or operators. Please tick all boxes that apply. It would be helpful if you could state how relevant this is to the site's proposed future use(s) and the date that the last interest was received.

It should be noted that we are unlikely to consider sites deliverable or suitable for new development if there is no agreement or other mechanism to indicate that site could come forward without clear housebuilder/developer interest.

Section 6 – Site Condition

Firstly, please tell us whether the site is currently in active use. Please then indicate what the current use or uses of the site is, or what the previous use of the site was, if vacant, and which year it was last used. Please indicate what proportion of the site is covered by buildings, and what proportion is open land. If there are any buildings on the site, please state how many, what proportion are currently in use or vacant, and approximately which year the buildings were built.

For the parts of the site not covered by buildings, please state what proportion of the land is in active use. Please also state: (a) what proportion is greenfield (i.e. not previously developed); (b) what proportion is previously developed and cleared; and (c) what proportion is previously developed, but not cleared.

Section 7 – Constraints to Development

To the best of your knowledge, please indicate where there are any constraints that you are aware of and the severity of any constraints that may affect how easily or quickly the site could be developed. Please provide evidence, wherever possible, to support statements made on the form.

Where any attempts, work or studies have been carried out in order to see how these constraints can be remedied, please can you provide details, where possible.

It is important to note that the Council may make its own assessment of these matters for each site, in conjunction with internal consultees (i.e. Highways, Environmental Health, Heritage officers and Flood Authority etc). We may sometimes come to a different conclusion than that submitted on the form. However, any information provided on these forms will be a useful starting point in assessing each site. If there are any other constraints not listed on the form that you are aware of, please tell us in the space provided.

Section 8 – Site Availability and Deliverability

Please state when you believe the site could be made available for development. Please note that to be considered immediately available, a site must be cleared, unless it is an existing building that could be converted to another use.

If the site is not immediately available, please state which year it could be available for development and explain why, e.g. by listing the main constraint(s) or delaying factor(s) and actions necessary to remove these.

Section 9 – Any Other Information

Space has been provided for you to tell us anything else of relevance regarding the site, if not covered by any of the other sections. Please continue on a separate sheet, if necessary.

If you want to discuss the guidance further, please message local.plan@sefton.gov.uk