**Babergh and Mid Suffolk District Councils Gypsy and Traveller and Travelling Showpeople Call for Sites Site Submission Form**

**May 2024**

**This exercise is for sites proposed for Gypsy and Traveller and Travelling Showpeople use only.**

The Councils may undertake further ‘Call for Sites’ exercises for other land uses as the evidence base develops. Submitting a site using this form does not preclude the site from being submitted to the separate site submission opportunities.

Before completing this form, please read the **guidance note** available at <https://www.babergh.gov.uk/joint-local-plan> and <https://www.midsuffolk.gov.uk/joint-local-plan>

We would encourage submissions through our online portal <https://baberghmidsuffolk.oc2.uk/> which includes the ability to draw the site boundary directly onto our mapping system and upload relevant supporting documents.

**Completed forms must be received by 12 noon on Friday 28th June 2024.**

**A separate submission should be completed for each site.**

We will not accept submissions which have not used the online portal or this form.

Alongside this form please submit:

* A red line Ordnance Survey plan showing the location and extend of your proposed site at a scale no less than 1:2500
* A GIS Shapefile of the site boundary (if available)
* A copy of the Land Registry title deeds or alternative land agreements showing all the owners of the site indicated
* A masterplan of the proposal (if available)

**Please return this form**

By email to: localplan@baberghmidsuffolk.gov.uk

Or by post to:

Planning Policy Team

Babergh and Mid Suffolk District Councils

Endeavour House,

8 Russell Road

Ipswich

IP1 2BX

For assistance, please contact the planning Policy Team on 0300 123 4000 (option 5, then option 4)

*Completing this form will add you to our mailing list for progress on the Part 2 Joint Local Plan.*

**Contact Details**

1. Personal Details

|  |
| --- |
| Full Name |
|  |
| Organisation (if applicable) |
|  |
| Job Title (if applicable) |
|  |
| Address |
|  |
| Town/City |
|  |
| County |
|  |
| Post Code |
|  |
| Email |
|  |
| Phone Number |
|  |

1. Your status

|  |  |
| --- | --- |
| Site owner |  |
| Parish Council |  |
| Local Resident |  |
| Community Group |  |
| Planning Consultant |  |
| Land Agent |  |
| Developer |  |
| Registered Provider |  |
| Other – please specify |  |
|  |  |

1. Agent Details (If applicable)

|  |
| --- |
| Full Name |
|  |
| Organisation (if applicable) |
|  |
| Job Title (if applicable) |
|  |
| Address |
|  |
| Town/City |
|  |
| County |
|  |
| Post Code |
|  |
| Email |
|  |
| Phone Number |
|  |

**Site Details**

*Please ensure a red line plan has been submitted alongside this form.*

1. Site Name

|  |
| --- |
| Provide a name for your site to be consistently referenced (eg Land south of …. road) |
|  |

1. Site Location

|  |
| --- |
| Site Address (including postcode if known) |
|  |
| Grid reference (X, Y) |
|  |
| Site Location description |
|  |
| Parish or parishes that the site is located within |
|  |
| Local Authority Area (if cross boundary please state all authorities) |
|  |

1. Site Area

|  |
| --- |
| Site area (hectares)  |
|  |
| Developable site area (hectares) |
|  |

1. Land type

|  |  |
| --- | --- |
| Greenfield |  |
| Brownfield (previously developed land) |  |
| Part greenfield part brownfield – please provide percentage split |  |
|  |
| Other – please specify |  |
|  |

1. Current Land Use

|  |  |
| --- | --- |
| Agricultural |  |
| Employment – please specify |  |
| Housing/Residential |  |
| Retail |  |
| Community |  |
| Other – please specify |  |
|  |  |

|  |
| --- |
| Please state the formal use class if known |
|  |

|  |
| --- |
| Detail the land uses bordering or near to the site |
|  |

**Planning History**

|  |
| --- |
| Has the site been promoted through the Local Plan process before? And/or through a Neighbourhood Plan |
|  |
| If yes, please provide additional details such as date of previous promotion, previous site reference if known, promoted use, and any changes since previous promotion |
|  |
| Please provide detail of any planning applications relevant to the site – planning reference, description and current status |
|  |

**Proposed Use**

1. Proposed type of use

|  |
| --- |
| Select all that apply |
| Gypsy and Traveller pitches – permanent  |  |
| Gypsy and Traveller pitches – short stay |  |
| Travelling Showpeople plots |  |

*Please ensure a masterplan of the proposal is submitted alongside this form, if available.*

1. Size

|  |
| --- |
| Indicative number of gypsy and traveller pitches or showpeople plots |
|  |

The difference between pitches and plots can be found in the [Planning Policy for Traveller Sites](https://assets.publishing.service.gov.uk/media/658198bb23b70a000d234c03/Final_planning_and_travellers_policy.pdf)

As a guideline, a pitch will require approximately 300 square metres (0.03 hectares) of land.

**Site ownership**

1. Current ownership of the land

|  |  |
| --- | --- |
| You/client are sole owner |  |
| You/client are part owner |  |
| You/client do not own |  |

|  |
| --- |
| If you/client is not the sole owner please provide details of the landowner if known |
|  |

1. Legal Restrictions

|  |
| --- |
| Do legal restrictions exist on the land? |
| Yes – please specify |  |
| No |  |
| Unknown |  |

1. Other

|  |
| --- |
| If neighbouring land is also promoted for development would the landowner be open to working in partnership to bring forward a site in combination with others? |
| Yes |  |
| No |  |
| Unsure |  |

|  |
| --- |
| Would the landowner consider a smaller part of the site in the event the full site area proposed is deemed not to be deliverable or developable for the Joint Local Plan |
| Yes |  |
| No |  |
| Unsure |  |

**Site Constraints**

1. Existing uses

|  |
| --- |
| Will existing uses be affected? Will they need to be relocated |
| Yes – please specify |  |
|  |
| No |  |
| Not Known |  |

1. Access

|  |
| --- |
| What are the existing access arrangements? Including through active travel (walking, cycling, wheeling etc) |
|  |
| What are the proposed access arrangements? Including through active travel (walking, cycling, wheeling etc) |
|  |

1. Flooding

|  |
| --- |
| Is the site liable to flooding? |
| Yes |  |
| No |  |
| If yes – provide details of how this has been or will be mitigated |
|  |

1. Contamination

|  |
| --- |
| Please detail any known contamination or pollution issues |
|  |

1. Landscape and heritage

|  |  |
| --- | --- |
| Are there any of the following constraints on the site? - select all that apply |  |
| Tree Protection Orders |  |
| SSSIs |  |
| Listed Buildings |  |
| National Landscapes |  |
| Conservation Area |  |
| Ancient woodlands |  |
| Neighbourhood Plan Green spaces |  |
| Other |  |
|  |  |
| Please provide details |
|  |

1. Utilities

|  |
| --- |
| Which utilities are currently available to the site? – select all that apply |
| Mains water |  |
| Wastewater/sewage supply |  |
| Gas supply |  |
| Electricity supply |  |
| Broadband |  |
| Other – please specify |  |
|  |

|  |
| --- |
| Please detail any utility issues (e.g. access to mains electricity, gas, water, drainage) |
|  |

1. Other

|  |
| --- |
| Please detail any other constraints affecting the site that are not covered above. |
|  |

**Land Availability and viability**

1. Availability

|  |
| --- |
| When will the site be available for development? |
| Immediately |  |
| 0-5 years |  |
| 5-10 years |  |
| 10-15 years |  |
| Beyond 15 years |  |
| What grounds is this based on? |
|  |  |

1. Viability

|  |
| --- |
| Has an economic viability assessment been carried out for the proposed development? |
| Yes – please provide details |  |
|  |
| No |  |

1. Deliverability

|  |
| --- |
| Are there any known abnormal costs on the site? |
|  |
| Are there any known infrastructure limitations with the proposal? |
|  |
| If yes, how have infrastructure providers been engaged with, if at all? |
|  |
| What is the estimated timeline for completion of the proposal? |
|  |

**Biodiversity Net Gain Offsetting**

|  |
| --- |
| Explain how your proposal will meet the requirement to achieve a minimum of 10% net gain (e.g. on site or off site) |
|  |
| Do you have land available which may be suitable for the provision of BNG to secure overall biodiversity improvements following development elsewhere in the District(s)? Provide a description of the existing habitat(s) present |
|  |

|  |
| --- |
| Please detail any additional information that has not yet been provided including relevant plans/assessments |
|  |

**Agreement:**

|  |
| --- |
| I confirm that I have completed this form to the best of my knowledge and that my personal information may be held by the Councils in accordance with the requirements of the General Data Protection Regulations (GDPR) 2016 and Data Protection Act 2018. I agree for all the information submitted (excluding personal information) to be published as part of the plan-making process and for the Councils to contact me with regards to this information. |
| Signature: | Date: |

Babergh and Mid Suffolk District Councils are committed to ensuring that your privacy is protected and will only use and store your personal data in line with the General Data Protection Regulations 2016 and the Data Protection Act 2018.

Babergh District Council and Mid Suffolk District Council (BMSDC) will be Data Controllers of the information you are providing. As required by the Data Protection Act 2018 the information will be kept safe, secure, processed, and only shared for those purposes or where it is allowed by law. In some circumstances however, we may need to disclose your personal details to a third party so that they can provide a service you have requested or fulfil a request for information. Any information about you that we pass to a third party will be held securely by that party, in accordance with the Data Protection Act 2018 and used only to provide the services or information you have requested.

Please see: [www.babergh.gov.uk/privacy-policy1](http://www.babergh.gov.uk/privacy-policy1) [www.midsuffolk.gov.uk/privacy-policy1](http://www.midsuffolk.gov.uk/privacy-policy1)