

# Copeland Borough Council Local Plan 2017-2035

## Call for sites form ‘Gypsy and Traveller sites’

This form relates to Copeland Borough Council’s ‘Gypsy and Traveller Call for Sites’ which will inform the Publication Draft of the Local Plan 2017-2035. The call for sites is a request for sites between 0.2 hectares and 1 hectare in size to be submitted to the Council for consideration as a potential Gypsy & Traveller site (for up to 12 gypsy & traveller pitches).

Please use a separate form for each site you wish to submit.

Please complete and return this form accompanied by a site plan outlining the site area in red that you wish to be considered **no later than Friday 21<sup>st</sup> May 2021** to:

Strategic Planning  
Copeland Borough Council  
The Market Hall  
Market Place  
Whitehaven  
Cumbria CA28 7JG

**For internal use:**

Resp. No. ....

Rep. No. ....

Or email: [localplanconsultation@copeland.gov.uk](mailto:localplanconsultation@copeland.gov.uk)

Further advice and guidance on how to complete this form and the Local Plan and site allocation processes can be obtained by contacting the Strategic Planning Team on at [localplanconsultation@copeland.gov.uk](mailto:localplanconsultation@copeland.gov.uk) or on 01946 598300.

# Submission of a new site

## Guidance Notes

1. **Contact details:** Sites submitted to the Council cannot be treated as confidential and representations will be published for public scrutiny.
2. Please complete as many of the sections (1) - (11) of the Site Submission Form as you can. The Council will accept partially completed forms as long as the key sections in relation to ownership (1) – (5) have been filled in. Most of the fields on the form should be self-explanatory but guidance on each section is provided below.
3. A separate pro-forma must be used for each individual site.
4. All site submissions must be accompanied by a location plan at a scale of 1:1250 or 1:2500. This must show the precise boundaries of the site edged in red.
5. Do not submit sites that already have planning permission.
6. Submitting details of a particular site is not a guarantee that the Council will support or allocate the site for development or protection.

**Section 2 – Your details:** 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 HM Land Registry.

**Section 3 – Ownership details:** We need to ascertain whether the site is in single or multiple ownership as this can affect whether a site can be developed. An indication as to whether the owner(s) have expressed an interest in developing the site would be useful at this stage.

**Section 4 – Site location:** A map of suitable quality on an Ordnance Survey (OS) base at a scale of either 1:1250 or 1:2500 clearly showing the detailed site boundaries must be supplied. This will enable the location of the site to be accurately identified. Unfortunately, due to OS licensing and operational restrictions, the Council is unable to supply blank maps for this exercise.

**Section 5 – Site details:** The current use of the site should be specified and whether there are any existing uses that will need to be relocated before the site can be developed. Any structures on the site that would need to be cleared in order for the development to occur should also be identified. The use of the surrounding land must be indicated as this may influence the type of development the site is suitable for.

**Section 6 – Site constraints:** An indication of the extent of any potential or identified constraints that may affect how easily or quickly the site could be developed should be provided.

**Section 7 – Utilities:** An indication of which utilities are available to the site should be provided.

**Section 8 – Identified constraints:** Where available, evidence from any studies and/or assessments in relation to any identified constraints should be provided and submitted. It is important to note that the Council will make their own assessment of these matters for each site in consultation with statutory consultees and may come to a different conclusion.

**Section 9 – Site achievability:** An indication of the level of developer interest, if any, should be provided. An estimation of when the site would be ready for development should be indicated, taking into account any issues identified in sections (7), (8) and (9).

**Section 10 – Site constraints:** This final section is an opportunity to provide any additional information and/or outline the merits of the site to support the submission.

**Part 1: Contact Details**

(If you are using an agent we will use those details as our primary contact)

	Your Details	Agent's Details
Name		
Position		
Organisation		
Address		
Postcode		
Telephone		
Email		

**2. Your Details**

I am	A Private Landowner		A Planning Consultant	
	A Public Land-owning Body		A Land Agent	
	A Registered Social Landlord		A Developer	
	Other (please specify)			
I own the site	Yes		No	
If you do not own the site please supply the name(s) and address(es) of the owners				
If the site is in multiple ownership, please provide the name(s), address(es) and contact details of all owners.  (Please continue on a separate sheet if necessary, and provide a plan showing extent of individual land holdings)				
Has the landowner (or each owner) indicated support for development of the land?				

### 3. Site Location

Site address (Please enclose a map at the appropriate scale clearly showing the detailed site boundaries.

### 4. Site Details

Site area (hectares)	Whole site		Net developable area	
Current or previous land use(s)				
Existing structures on the site (e.g. buildings, pylons, substations, overhead wires)				
Would development require relocation of the current use or demolition of existing structures?				
Adjacent land uses (e.g. employment, residential, agricultural)				
Details of any previous planning applications on the site (if applicable)				

### 5. Utilities (Please tell us which of the following utilities are available to the site)

	Yes	No	Unsure
Mains water supply			
Mains sewerage			
Electrical supply			
Gas supply			
Public highway			

Landline telephone/broadband			
Public Transport			
Other (please specify):			

6. Site Constraints: Are there any limitations that may prevent or constrain development on this site? (please give details)	
Access Issues (e.g. limitations or problems relating to site access, public rights of way or cycleway crossing the site)	
Topography or ground conditions (e.g. site slopes, varying site levels etc.)	
Stability and contamination issues (e.g. unsuitable ground conditions, potentially contaminated land)	
Flood risk issue (e.g. liability of site to flooding and if so, nature/source of flooding and frequency)	
Legal issues (e.g. multiple ownership, covenants, tenancies, 'ransom strips')	
Environmental Issues (e.g. located adjacent to a watercourse, mature woodland or would result loss/access to open space)	
Other considerations (any other issues that may affect the development of the site)	

**7. If there are any identified constraints, have any studies or assessments been undertaken to determine whether they can be overcome and at what cost?**

(If applicable, please give details and include a copy of the study/assessment commissioned)

**8. Site Achievability** (please give details)

Is the site currently being marketed?	Yes		No	
Has there been developer interest?	Yes		No	
Is the site owned by a developer?	Yes		No	
Is the site under option to a developer?	Yes		No	
Please tick the likely timescale for the site being developed	Short term (within 5 years)			
	Medium term (6-10 years)			
	Long term (11-15 years)			

**9. Please provide any additional information you think may be helpful to the Council in its consideration of this site as a Gypsy & Traveller site.**

**Signature:**

**Date:**

Please use a separate form for each site you wish to comment on and return this form **no later than Friday 21<sup>st</sup> May 2021**

*Thank you for completing this form*