



ST HELENS
BOROUGH COUNCIL

St Helens Borough Council

Strategic Housing Land Availability Assessment

“Call for Sites” Site Suggestion Form

Guidance Note

Do you want to propose a site or premises in your area for new development?

St Helens Borough Council is always looking for potential development sites for housing, employment or retail use, to help it produce evidence on the amount of suitable land available for different uses. In particular, updating its Strategic Housing Land Availability Assessment (SHLAA), which considers how much land is available for housing.

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

- The Council are specifically looking for brownfield or greenfield sites within the urban areas.
- Please note, any Green Belt sites submitted will not be assessed at this time.
- All relevant submissions will be assessed against national and local planning policy and other relevant considerations.
- Submitting details of a particular site is not the same as submitting a planning application.
- If a site is identified as a potential SHLAA site, it does not guarantee that the site will be granted planning permission.

How can I submit the Call for Sites form?

This Call for Sites exercise will run for 4 weeks commencing Friday 4 April 2025 to 5pm on Monday 5 May 2025. Officers cannot guarantee that forms submitted after the deadline will be considered as part of this SHLAA update. However, more likely submissions that miss the deadline will be stored for use when we next prepare a relevant SHLAA, study or Local Plan.

Return by email to:	Return by post to
planningpolicy@sthelens.gov.uk	Call for Sites Development Plans St Helens Borough Council PO Box 512 St Helens WA10 9JX

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.

What happens next?

The Council will assess all sites submitted during the Call for Sites exercise, along with other potential sites that the Council has identified, for inclusion in the latest SHLAA.

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 are/have an agent employed to act on someone else's/your behalf, please fill out both your own and your client's/agent's details. As this is a public consultation process, your name, organisation, and the site's location will 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).

Where can I obtain a map?

Unfortunately, due to OS copyright and licensing restrictions, the Council is unable to provide blank maps for this exercise. If you need to obtain a map, the Government's online Planning Portal has a list of accredited suppliers that can provide suitable maps (please note that these suppliers will charge you for using their service). Other suppliers may also offer similar services. For more information, please visit: <http://www.planningportal.gov.uk/planning/applications/plans>.

In addition, please tell us the name of the site that it is commonly known by and its location. If known, it would be helpful if you could tell us its approximate size in hectares (but if you prefer to work in acres, please state this instead). It is also important to tell us what your interest in the site is and why you are submitting it to us, i.e., for housing development.

Section 3 – 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.

How can I find out who owns a site?

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.

For more information, please visit:

http://eservices.landregistry.gov.uk/wps/portal/Property_Search.

Section 4 – Proposed Future Use(s)

The Council is inviting site suggestions for uses such as housing, and sites suitable for Gypsies, Travellers or Travelling Showpeople.

Please indicate the preferred use that you would like the site to be considered for. Please also indicate what other uses you would also consider acceptable. Please tick all boxes that apply. You should also indicate the potential capacity of the site e.g. the number of houses and approximate density, or amount of floorspace in square metres (but if you prefer to work in square feet, please state this instead), and whether any design work has been done.

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.

Section 6 – Site Condition / Deliverability

Firstly, record whether the site is currently in active use. Please then indicate what the current use(s) of the site is, or previous use(s) if the site is 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, 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. Please note that the value of A+B+C should total 100%. In addition, please state the main use of neighbouring land (e.g. residential, industrial or agricultural) and whether the site is currently within or borders the existing settlement area.

Section 7 – Constraints to Development

To the best of your knowledge, please indicate 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. It is important to note that the Council will make its 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 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

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 require any more help in completing the Call for Sites form, please contact a member of the Development Plans team by:

- Telephone on 01744 676190
- Email planningpolicy@sthelens.gov.uk