

Call for Sites - guidance notes

General guidance

- The Call for Sites form should be used to suggest sites within Oxford for consideration in the Housing and Economic Land Availability Assessment (HELAA) and/or future allocation in the Local Plan.
- Allocations for any type of land use will be considered.
- The information provided will be used to assist and inform the production of the Local Plan.
- Use one form per site and use extra sheets if necessary.
- Include a map clearly showing site boundaries and land ownership
- There is no minimum (or maximum) size of site at this stage. The Housing Land Availability Assessment will consider all sites and broad locations capable of delivering five or more dwellings, or economic development on sites of 0.25ha (or 500m² of floor space) and above.
- Sites can be suggested that are already allocated in the Core Strategy or Sites and Housing Plan, or assessed in the previous Strategic Housing Land Availability Assessment, as well as newly identified sites.
- We encourage sites to be suggested for consideration in the Local Plan at this early stage, so it can be subject to clear and open consultation.

Guidance for individual sections of the form

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| 1) | Please include the details of the person who should be the main contact regarding the site. |
| 2) | Record the current and historic land uses with regard to the Use Classes Order. Note in as much detail as possible what is currently on the site e.g. number and size of dwellings; employment type and floor space. Also note how well, or otherwise, the site is used including if any buildings are vacant or derelict |
| 3) | As per form |
| 4) | Please explain why you have put forward the uses you have. If you have any evidence/studies to support your preferences it would be helpful if you provided these too. If you have reached an estimate of capacity or floorspace through a density calculation or design work, please provide details. If your preferred use supports national planning policies set out in the National Planning Policy Framework or other relevant policies then please do set these out. |
| 5) | <p>Environmental constraints could include flood risk, biodiversity, drainage, contamination, hazardous waste etc.</p> <p>Physical constraints could include access, trees, topography etc.</p> <p>Existing local policies that do not relate to national policies on biodiversity, flood risk etc should not be considered a constraint at this time.</p> <p>It would be helpful if you could list any mitigation measures or work that would be required to overcome any constraints you have identified. If any studies have been undertaken that aid understanding of the suitability of the site for development, please also list these, including a date, and if possible please provide copies.</p> |

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| 6) | <p>Only select 'available now' if the site is vacant and has no constraints to development.</p> <p>Legal or ownership constraints may include whether the site has any ransom strips; any covenants; requires relocation of the current use?</p> |
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Please return the form, site map and any accompanying documents For the attention of Sarah Harrison at planningpolicy@oxford.gov.uk or Planning Policy, Oxford City Council, St Aldate's Chambers, 109-113 St Aldate's, Oxford, OX1 1DS

Timeline for the Oxford Local Plan work

Once adopted, the Oxford Local Plan 2036 will replace saved policies of the Oxford Local Plan 2001-2016, the Core Strategy 2026 and the Sites and Housing Plan.

The timetable for the Oxford Local Plan 2036 is currently (but is subject to change):

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| <i>Call for sites</i> | <i>Until 21st March 2016</i> |
| <i>Publication of Housing and Economic Land Availability Assessment</i> | <i>April 2016</i> |
| <i>Early consultation work on Local Plan issues and vision</i> | <i>June/July 2016</i> |
| <i>Consultation on Local Plan Preferred Options and draft SA</i> | <i>June/July 2017</i> |
| <i>Consultation on Proposed Submission Document and final SA</i> | <i>June/July 2018</i> |
| <i>Submission to Secretary of State</i> | <i>December 2018</i> |
| <i>Examination in Public</i> | <i>Spring/Summer 2019</i> |
| <i>Adoption of Local Plan</i> | <i>End 2019</i> |