

Call for Sites - guidance notes

General guidance

- The Call for Sites form should be used to suggest sites within Oxford for consideration for potential future allocation in the Local Plan.
- Allocations for any type of land use will be considered, and for any change of use or intensification.
- There is no minimum (or maximum) size of site at this stage. The Housing Land Availability Assessment considers 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.
- All sites put forward will be considered through the Local Plan process. Existing policy designations (e.g. Green Belt) may be reviewed as part of the new Local Plan.
- Sites can be suggested that are already allocated in the Oxford Local Plan 2036, or that were assessed in the previous Housing and Economic Land Availability Assessment, as well as newly identified sites.
- Sites proposed for consideration will be added to our submitted sites register and a high-level review of the site will be undertaken by officers. This exercise is purely a data gathering exercise about sites which may be available for development. Sites submitted to us through this process will only gain planning status if they are taken forward as an allocation within the Local Plan. This process does not grant planning permission to any sites submitted.
- Please use one form per site and use extra sheets if necessary.
- Include a map clearly showing site boundaries and land ownership.
- Please note that you must provide your name and address for your sites to be considered. Any personal information you provide to the council within your submission will not be published online; however your information is required to ensure we can contact you further if your site is taken forward within the Local Plan.

Guidance for individual sections of the form

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)	Legal or ownership constraints may include whether the site has any ransom strips; any covenants; requires relocation of the current use?

	<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>
5)	As per form
6)	Only select 'available now' if the site is vacant and has no constraints to development.
7)	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.

Please return the form, site map and any accompanying documents to planningpolicy@oxford.gov.uk or Planning Policy, Planning Services, Oxford City Council, Town Hall, St Aldate's, Oxford, OX1 1BX

The current timeline for the Oxford Local Plan work can be found in our Local Development Scheme at <https://www.oxford.gov.uk/lds>