

Guidance Note

Future Joint Local Plan: Call for Land and Buildings Available for Change- August 2021

This guidance note has been produced to assist those wishing to submit Land or Buildings Available for Change for further consideration through the Joint Local Plan process. A Frequently Asked Questions (FAQs) note has also been produced, both of these documents should be read prior to or while completing the Call for Land and Buildings Available for Change form.

General Guidance

- The Call for Land and Buildings Available for Change form should be used to suggest land and building within South Oxfordshire and Vale of White Horse for consideration for potential future allocation in the Joint Local Plan.
- Allocations for any type of land use will be considered including opportunities for community and environmental uses, such as public open spaces or renewable energy, and for any change of use, intensification or redevelopment of previously developed land.
- The land or building must be located in or partially in South Oxfordshire or Vale of White Horse Councils' administrative boundaries.
- The land or building must be able to accommodate 5 or more dwellings if proposed for residential use and able to accommodate 500sqm or more if proposed for economic development use. For all other uses or where capacity is unknown it must have an area of at least 0.25 hectares.
- You don't need to resubmit land or building previously submitted to the Councils unless you wish to provide an update. More detail on sites previously submitted to the councils can be found in the FAQ and in the guidance on individual sections on the form.
- Please use one form per land or building and use extra sheets if necessary (if completing a hard copy).
- For land or buildings to be submitted successfully, you will also need to provide the following:
 1. Contact details (name/address/telephone number/email/ who are you representing if not the landowner)
 2. Site details (site address; site coordinates; current/previous uses)
 3. Landownership details (name/address of owner(s); single ownership; any other interests – tenancies)
 4. An appropriately scaled map showing the boundaries of the site

5. Proposed use(s) (housing, employment, retail, nature recovery, renewable energy, community uses etc)
6. Proposed scale (number of homes/employment floorspace etc)
7. Information on when the land or buildings are likely to become available for development or other use
8. Information on any known constraints and how these could be overcome.

Guidance for individual questions on the form – note additional explanatory text is only provided on certain questions where it was considered necessary to assist in completing the form.

Part A

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| 1 and 2 | Please include the details of the person who should be the main contact regarding the land or building. If you represent a community or other such groups, please provide the name. |
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Part B Section 1

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| 3 | <p>If the land or building you are proposing is one that we assessed previously in South Oxfordshire or Vale of White Horse, please provide the reference, if known. Land or Building previously assessed by both Councils can be found using the links below.</p> <p>Sites previously assessed in South Oxfordshire:</p> <ul style="list-style-type: none"> • Strategic Housing and Economic Land Availability Assessment SHELAA (see folder 12 Housing, sub folder HOU01) <p>Sites previously assessed in Vale of White Horse</p> <ul style="list-style-type: none"> • Strategic Housing Land Availability Assessment SHLAA (see folder 07 Housing, sub folder HOU09); or • Housing and Economic Land Availability Assessment HELAA (see folder 012 Housing, sub folder HOU02), • Site previously submitted in Vale Local Plan 2041: Register and Maps |
| 4 | Land or buildings previously submitted through the Oxfordshire Plan 2050 'Call for Ideas' consultation in 2019 have been shared with the Council. Therefore, you do not need to resubmit your site unless you wish to provide an update. |
| 5 and 6 | Record the current and historic land uses with regard to the Use Classes Order (if known).
Note in as much detail as possible what is currently on the land or building 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. |
| 8 | Please provide details if the land or building has any planning history. The planning history of the proposed land or building can be found using either council's website (South and Vale) using the find an application page listed under the planning and development pages. |
| 9 | We would like to know how many people own the land or building, this is because if the site is to be considered for allocation in the future, then |

	we will get in touch with you to discuss the next steps including checking if all parts of the land or building are available. If you answer no you will be asked to provide details of the other owners.
Part B Section 2	
14	Legal or ownership constraints may include whether the site has any ransom strips; any covenants; relocation of the current use etc.
17	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.
18	<p>Please provide detail of what you think are the benefit of this land or building to the local area in terms of social, environmental and economic benefits, For example:</p> <ul style="list-style-type: none"> • Social benefits might include providing new homes for local families, or that the scheme may offer new or improved schools, community centres, children’s play areas, local shops, or that it would help communities to be healthier. • Environmental benefits might include reducing air pollution, protecting or improving biodiversity, reducing flood risk or mitigating or adapting to climate change. • Economic benefits might include providing new jobs, helping existing local companies to grow, providing better-paid jobs, or delivering new or improved training or skills. <p>We ask for the benefits to be expressed in this way as these are overarching objectives of achieving sustainable development as defined in the Government’s National Planning Policy Framework.</p>
Part B Section 5	
27	Please provide a description of what use you would like your land or building to be assessed for. The more detail you can provide about the intended use gives us a better understanding of the availability of land in the district for specific use types. For example, if you are promoting a land or buildings for specialist housing for the elderly or other groups or intending to promote a site for other uses include community buildings, cemetery, park and ride facilities then please let us know in as much detail as possible.
Part B Section 6	
28	All submissions must include an appropriately scaled map showing the boundaries of the site. This is necessary so that we know the exact location of the site and so that a high-level assessment can be undertaken through a Land Availability Assessment.

Please be aware this note is based on the online form, paper/downloadable versions of this form may be numbered differently.

If you have any further questions on the Call for Land and Buildings Available for Change or the Joint Local Plan process, please contact the Planning Policy team using the following methods;

- call us on 01235 422600,
- email planning.policy@southandvale.gov.uk, or
- write to us at Planning Policy, South Oxfordshire and Vale of White Horse District Councils, Planning Policy, 135 Eastern Avenue, Milton Park, Milton, Abingdon, OX14 4SB.