

CALL FOR SITES GUIDANCE NOTE

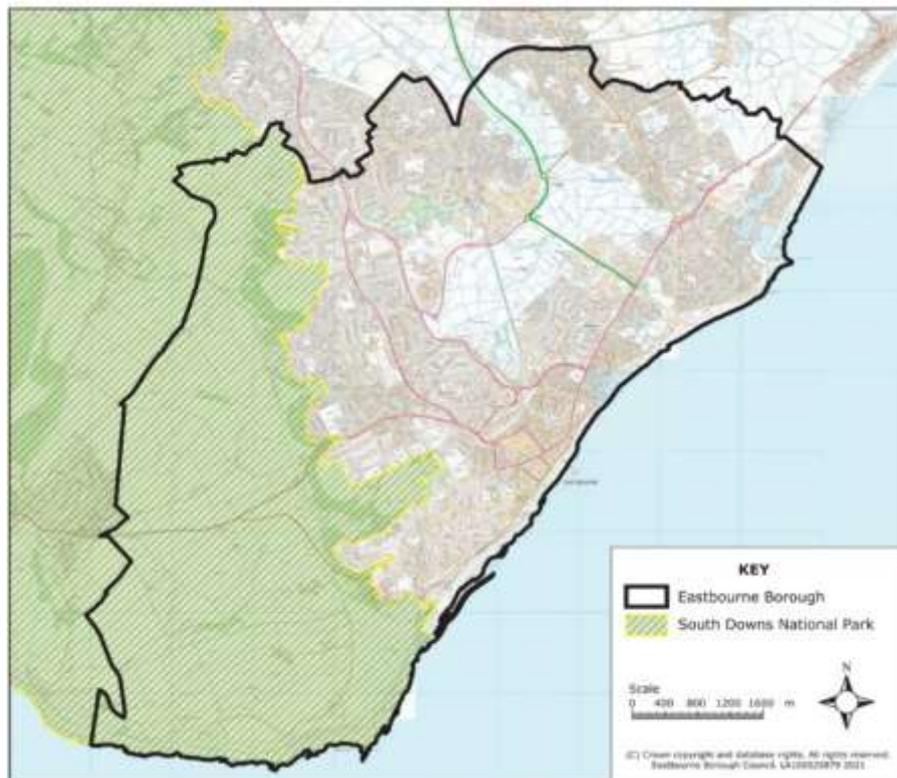
Eastbourne Borough Council is seeking submissions of potential sites for consideration as part of the process of preparing a new Local Plan via a 'Call for Sites'. The guidance note provides background and important information and guidance on submitting a site through this process.

[What is the Call for Sites?](#)

The Call for Sites is an opportunity for individuals, developers, organisations and communities to suggest land they would like the Council to consider as part of the new Local Plan. This could be land that might deliver a variety of development and community needs, including housing and employment, but also for other uses such as open spaces, land for nature conservation, renewable energy or flood risk management.

We are especially interested to hear about potential opportunities for re-development or re-use of previously developed land.

This 'Call for Sites' relates to land within the part of Eastbourne Borough that is outside of the South Downs National Park, as shown in the figure below.



Why are we doing a Call for Sites?

Eastbourne Borough Council is preparing a new Local Plan, which will be a strategy that guides the future use and development of land over the next 20 years.

As part of the preparation of the Eastbourne Local Plan, it is important that we have an up-to-date understanding type, quantity and location of land that may be suitable for different uses so that we can ensure that land uses and development is planned appropriately.

The Call for Sites will inform a key piece of evidence for the local plan called the Land Availability Assessment, which identifies and assesses sites that could potentially support the development and growth of the town over the next 20 years.

Through the Local Plan process, sites will be subject to more detailed site assessment, Sustainability Appraisal and community and stakeholder consultation. Decisions on whether sites will ultimately be allocated for development will be taken through the Local Plan process having regard to development needs, sustainability principles and stakeholder and community feedback.

What sites can be submitted?

The Council is inviting submission for housing and employment/commercial uses, particularly on previously developed 'brownfield' sites. The Council is also interested to hear suggestions for sites that could accommodate other uses that will help to meet the ambition of becoming a carbon neutral town by 2030, such as renewable energy generation and habitat banks.

Submissions are invited for suggestions of sites that could accommodate:

- Homes (including self and custom build, older people's housing and gypsy and traveller sites)
- Employment land (including office, industrial, retail and leisure uses)
- Habitat banks and Nature conservation/recovery
- Green infrastructure
- Carbon offsetting
- Renewable energy generation, storage and infrastructure
- Natural flood management
- Any other community uses

How do I submit a site?

The easiest and quickest way to submit your site is using our online form on our on-line consultation portal, which is available via www.lewes-eastbourne.gov.uk/laa.

Alternatively you can download a PDF or Word form via the on-line consultation portal to complete, and email it to planning.policy@eastbourne.gov.uk or post it to Planning Policy, Eastbourne Borough Council, Eastbourne Town Hall, Grove Road, Eastbourne, BN21 4UG.

Separate submissions should be made for each site.

What information is requested?

The submission form requests a range of information about sites to help us understand and assess whether they are suitable and available for development. It is recommended that before starting to fill in the form, the requested information is researched. The type of information required is summarised below:

- Contact details for the person submitting the site
- Details of the site, including location, size, current and previous uses, and a site plan showing the boundaries of the site
- Details regarding the ownership of the site
- Any planning permission associated with the site, such as unimplemented planning permissions or pre-application enquires
- Type and scale of development or uses envisaged for the site
- Details of any possible constraints to development or use of site and how those constraints might be overcome
- When the site might become available
- Arrangements for undertaking a site survey

Please provide as much detail and information as possible in your submission. All submissions will go through a validation process and we will contact you if we require further information.

What will happen when I submit a site?

Sites will be subject to a detailed assessment to evaluate whether they are suitable, available, and achievable for future development. This assessment will be undertaken in accordance with the Land Availability Assessment Methodology,

which has been prepared in line with [Planning Practice Guidance](#) and is currently also open for comment via the on-line consultation portal.

Site assessments will be published in the LAA, which will be made available on the Council's website in due course. Any brownfield sites that are submitted will also be considered for inclusion in the Council's Brownfield Land Register, which is updated annually in December.

It is important to note that the submission of a site through the Call for Sites exercise does not give a site any planning status, and does not allocate a site or imply that the council will necessarily grant planning permission.

[How long will the Call for Sites be open?](#)

The Call for Sites is open for a six-week period from Friday 28th January 2022. The deadline for Call for Sites submissions is 5pm on **Friday 11th March 2022**.

[I have previously submitted a site, do I have to re-submit my site?](#)

If you have previously submitted a site for consideration, there is no need to re-submit that site. However, if there is any updated information about the site since the previous submission, this information would be welcomed and can be submitted via the Call for Sites submission form.

[Any further questions?](#)

If you have any queries or questions in relation to the Call for Sites, or for further advice on how to complete the submission form, please email the Planning Policy Team at planning.policy@eastbourne.gov.uk.