

Greater Norwich Local Plan

Gypsy and Traveller Sites Focused Consultation

Sites submission form

Introduction and Guidance Notes

This form should only be completed by a landowner, or an agent working on a landowner's behalf, and is only for the consideration of sites for Gypsies and Travellers. The purpose of completing this form is so that land can be considered for allocation in the Greater Norwich Local Plan (GNLP).

All submissions should include as much detail as possible that is relevant to the assessment of the land. The questions asked should be answered precisely, and if you have any questions please contact the Greater Norwich Local Plan team on 01603 306603 or [email us at gnlp@norfolk.gov.uk](mailto:gnlp@norfolk.gov.uk).

In terms of site size, the Greater Norwich councils are inviting submissions of all sizes, but sites should be big enough for a least one pitch – which is able to accommodate a touring caravan, with a static caravan, and a small amenity block.

A separate form must be completed for each site that you wish to put forward for consideration. If you are jointly submitting a site with other people, please endeavour to submit your site only once, with all promoters named.

Each submission should include the following information as a minimum:

- A completed form for each site; and,
- A map that clearly identifies the boundaries of the proposed site on an OS base and at a scale of no less than 1:2,500.

In all instances sites should only be submitted where it is clearly demonstrated that the site can be developed before 2038.

Please note that the contents of this form will be made available for public scrutiny, and that by submitting a response form you are acknowledging that details contained in the form will be published in the public domain. Respondents should avoid including any individual personal data, such as private addresses, contact details and signatures, except where necessary to complete this site submission form.

[Read our Privacy Notice.](#)

INTERNAL USE ONLY

Response Number:

Date Received:

Section 1: Contact Details

Note: If you are the landowner, fill out your name and all contact details.

If you are an agent working on behalf of the landowner, please fill out your details and those of your client.

Client/Landowner Details

Title	
First Name	
Last Name	
Job Title (where relevant)	
Organisation (where relevant)	
Address	
Post Code	
Telephone Number	
Email Address	

Agent Contact Details

Title	
First Name	
Last Name	
Job Title (where relevant)	

Organisation (where relevant)	
Address	
Post Code	
Telephone Number	
Email Address	

Section 2: Site Location (and Submitting a Location Plan)

Note: This form must be accompanied by an acceptable location plan. To be acceptable, a location plan must be on a scaled base map, typically at a scale of 1:1,250 or 1:2,500. Each plan should show the direction of north.

The promoted site must be edged clearly with a red line on the location plan. The identified site should, wherever possible, include all land necessary to carry out the proposed development, including but not limited to access to the public highway including visibility splays, landscaping, car parking and areas of open space around buildings.

If further land outside your control is necessary to carry out the proposed development, please show these as hatched areas on the submitted location plan. Proposed or potential points of access to the sites should also be clearly marked.

A blue line must be drawn on the plan around any other land you own which is either close to, or adjoins, but does not form part of the proposed site.

Please provide a full postal address for the site wherever possible. If the site does not have a postal address, then please provide a grid reference and describe its location as clearly as possible.

Site location / address and post code	
Grid reference (if known)	
Total site area (hectares)	

Section 3: Site Ownership

Note: Please provide details of all landowners who hold an interest in the proposed site, unless you are the sole landowner or are an agent who represents the sole landowner.

If the site is in multiple ownerships, then please indicate whether all landowners support your proposals for development as a site for Gypsies and Travellers.

If not all the landowners support your proposals for the development please identify and explain the nature of the dispute and its potential impact on the development.

Please provide the name, address and contact details of the site's landowner(s) and attach copies of all relevant title plans and deeds (if available).

If the site is in multiple landownerships and not all landowners support the proposal, please provide details of why not all of the owners support your proposals for the site.

Section 4: Current and Historic Land Uses

Note: Please describe the current use of the site, for example employment, agricultural, etc. If the site currently has more than one use, then please describe all the uses on the site.

Please also describe all previous uses of the site, the dates during which these uses were ongoing and provide any relevant planning history, including planning application numbers, if known

Has the site been previously developed, or would it fall under the National Planning Policy Framework's (NPPF) definition of Previously Developed Land?

Describe any previous uses of the site.

Section 5: Proposed Future Use

Note: Please provide a short description of the proposed development. Example: "Development for 10 residential caravan pitches".

Please provide a short description of the development you propose.

Section 6: Site Features and Constraints

Site Access: Please explain (if known) how the site could be accessed, whether suitable visibility splays can be achieved and whether there are any public rights of way that affect the site and how the development would address these.

Please describe:

Physical constraints: Please describe any potential physical constraints to development including the surface features of the site, including whether there is any significant change in levels across the site. Explain how these constraints could affect the development proposed.

Please describe:

Contamination: Please confirm whether the site's ground conditions are stable or unstable. For example, has there been any history of subsidence? What is the cause of any instability and would it affect the proposed development? If the development is affected then how will this be overcome? Is the site contaminated or potentially contaminated? Has any survey work been undertaken in this regard?

Please describe:

Flood: Please confirm whether the site is liable to flooding from any source including if it lies within an identified flood zone and if there have been any historic flooding incidents on the site. If you have undertaken any flood risk assessment work then please attach this to the response form.

Please describe:

Legal issues: Please confirm whether any ransom strips, covenants or any other third-party rights would affect the proposed development. If there are any legal issues that will affect the development of the site, then please explain its implications and how any issue can be overcome.

Please describe:

Natural or semi-natural features: Please describe any natural or semi-natural features within or immediately adjacent to the site including woodlands, hedgerows, mature trees and watercourses. Are there any environmental designations within or adjacent to the site? What would the impact of the proposed development be on biodiversity and/or geodiversity?

Please describe:

Heritage: Please describe any heritage assets on or adjacent to the site including listed buildings, scheduled monuments, conservation areas or historic parklands? Explain the impact of the proposed development or land use on any such assets (if known).

Please describe:

Neighbouring uses: Describe the neighbouring land uses. Explain whether any neighbouring uses have any implications for the development of the site, or if the development of the site would have any implications for neighbouring uses, for example noise levels impacting levels of amenity.

Please describe:

Other: Please explain any other site constraints not covered above and their implications for the development of the site.

Please describe:

Section 7: Utilities

Note: Please indicate which utilities are available or could be made available to enable the development of the site and provide any supporting evidence.

Which of the following are likely to be readily available to service the site? Mains water supply? Mains sewerage? Electricity supply? Other (please specify)?

Section 8: Availability

Note: Please indicate when the site could be made available for development and explain why.

When could the development be completed? Could this be within the next five years?

Section 9: Viability

Note: Please indicate if you know of any abnormal costs associated with completing the development that might affect financial viability, for example, to do with infrastructure, demolition or ground conditions?

Please describe:

Section 10: Declaration for Submitting a Site

I understand that:

Data Protection and Freedom of Information

The Data Controller of this information under the General Data Protection Regulation (GDPR) 2018 / Data Protection Act 1998 will be Norfolk County Council, which will hold the data on behalf of Broadland District Council, Norwich City Council and South Norfolk Council. The purposes of collecting this data are:

- To assist in the preparation of the Greater Norwich Local Plan
- To contact you, if necessary, regarding the answers given in your form
- To evaluate the development potential of the submitted site for the uses proposed within this form
- Making decisions and providing advice on planning policies or land use matters
- Making planning policies
- Working with neighbourhoods on their plans
- Working with neighbouring authorities on strategic policies
- Responding to allegations of unlawful development
- Monitoring development
- Entering legal agreements, serving notices and promoting the best use of land

Disclaimer

The responses received as part of the Greater Norwich Local Plan "Call for Sites" will be published and made available for public viewing. By submitting this form you are consenting to the details about you and your individual sites being stored by Norfolk County Council, and the details being published for consultation purposes. Any information you consider to be confidential is clearly marked in the submitted response form and you have confirmed with the Council(s) in advance that such information can be kept confidential in accordance with our privacy notice.

Declaration

I agree that the details within this form can be held by Norfolk County Council and that those details can be made available for public viewing and shared with Broadland District Council, Norwich City Council and South Norfolk Council for the purposes specified in the disclaimer above

Signed	
Organisation (where relevant)	
Date	