

## LDF Site Allocations DPD – site suggestions guidance notes

### Before submitting details of a site, you should be aware that:

- An objective assessment of the sites suggested will be carried out. A range of sustainability criteria will be used in order to filter or sieve out those sites that do not deliver the aims and objectives of the [Core Strategy](#) or that are inconsistent with the overall spatial strategy. The most appropriate and deliverable sites will be taken forward in the Site Allocations Preferred Approach Consultation document and comments on these sites will be invited in summer 2010.
- Following assessment of suggested sites the council will publish its preferred sites as part of the Site Allocations Preferred Approach DPD. All preferred sites will be subject to future public consultation. The Site Allocations Preferred Approach DPD will set out sites that have not been selected following assessment and the reasons for their exclusion. Confidential proposals cannot be accepted.
- Anonymous proposals cannot be accepted, as we will need to be able to contact you in the future. You may wish to use an agent (e.g. planning consultant, solicitor, estate agent, family member, etc.) to submit proposals on your behalf.
- Sites put forward and assessed will not necessarily be selected for inclusion in the Document Plan Document.

### How to submit site proposals:

- Sites put forward for consideration should be submitted on the Site Suggestions response form. This helps to provide the information needed to consider the site proposals.
- A separate form should be used for each site.
- The form is in two parts. 'Part 1' of the form must be completed and submitted for every site. We recognise that it might be more difficult to provide the more detailed information requested on 'Part 2' if you do not own the site and have therefore made this part of the form optional. However detailed information of this type will help us to assess proposals (in particular to consider whether there is a reasonable chance that the suggested use can be delivered). For this reason we request that you also complete 'Part 2' of the form. Each request should be supported by an accurate map (see below).
- There should be a reasonable chance that sites will become available for development or redevelopment in the period up to 2026.
- Sites must be within the administrative area of London Borough of Barnet (if sites cross an administrative boundary into another Local Authority we would also like to know the full extent of the site).

- If you feel that you need to provide supporting information at this stage, please summarise it in no more than 5 sides of A4 sized paper. If we require more information we will contact you again.

### Maps:

- The council's website offers a mapping service known as eye maps which can help you to identify the extent of your suggested site (<http://maps.barnet.gov.uk>).
- The boundary of the site must be clearly marked on an OS map base, supplied at A4 or A3 size. The scale must be sufficient to enable the boundary of the site to be clearly identified (for the majority of the sites the scale would need to be 1:1250 or less). Maps on which property boundaries cannot be accurately identified (for example those derived from Street Maps such as A-Z) will not be accepted.
- The following organisations can supply appropriately scaled Ordnance Survey Maps (upon payment of a fee):
  - Latitude Ordnance Survey (27-28 The service Rd, Potters bar EN6 1QA); [www.latitudemaps.co.uk](http://www.latitudemaps.co.uk) 01707 663090
  - Stanfords (12-14 Long Acre London WC2 E9LP) 0207 836 1321
  - Blackwells (119-122 London Road): 0207 928 5378
  - Mail Boxes etc (6 The Broadway, Mill Hill, NW7 3LL): [www.mbe.co.uk](http://www.mbe.co.uk) 0208 381 0023
  - The national map centre (22-24 caxon Street, London SW1H0QU): [www.planningmaps.co.uk](http://www.planningmaps.co.uk) 020 7222 2466
- The map must show at least two named roads, to ensure that the site can be correctly identified. A postcode would also help to locate the site (even if this is for adjacent land or buildings), and grid references should be supplied if available.
- The land in question must be edged in red (if you also own adjacent land please also edge this in blue).
- Maps should be clearly annotated with the name/location of your site and your name and contact details (in case they become detached from the form).

For further information please contact The Planning Policy Team on 020 8359 4990 or email: [forward.planning@barnet.gov.uk](mailto:forward.planning@barnet.gov.uk)