

# Chesterfield Borough Council Call for Sites

## Full Site Submission Form: March 2025

Chesterfield Borough Council is carrying out a Call for Sites to give people and organisations the opportunity to submit sites with the potential for new development or uses, such as:

- Residential development of five or more dwellings
- Self-build or custom build housing sites of one or more dwellings
- Biodiversity receptor sites of 500sqm or more in area
- Retail development with a floorspace of 500sqm or more
- Economic development e.g., office, factory, with a floorspace of 500sqm or more
- Gypsy, Travellers or Travelling Showpeople sites of 500sqm or more
- Public Open Space
- Community Facilities
- Any other developments/uses

The Council will include your site submission within the Land Availability Assessment and assess the deliverability and developability of the sites. This will become part of the evidence base which informs new planning policy documents, such as the Local Plan. Where relevant, the submitted site may be included in other site assessment processes, such as biodiversity receptor site assessments.

Please note that the Call for Sites and subsequent site assessments processes do not confer any form of consent, do not indicate that planning permission will be granted or suggest that the sites are suitable for allocating in a planning policy document.

You can make an online site submission by visiting the Council's website at: [www.chesterfield.gov.uk/new-local-plan](http://www.chesterfield.gov.uk/new-local-plan) and using the online portal here: <https://cfs.chesterfield.urbanintelligence.co.uk>

Alternatively, you can complete this form and e-mail it to: [local.plan@chesterfield.gov.uk](mailto:local.plan@chesterfield.gov.uk)

**Your submissions should reach us by the 12<sup>th</sup> May 2025.**

If you are unable to return the form via email, please use the postal address below:  
Strategic Planning and Key Sites, Chesterfield Borough Council, Town Hall, Chesterfield, S40 1LP. If you have any questions, please contact the Council on 01246 345002.

Please use a separate form for each site and ensure that you provide us with as much detailed and accurate information as possible. You need to also provide a plan to a recognised scale to identify the land clearly. Any additional documentation that may be of use to the Council in understanding your site can be submitted with the form.

## Call for Sites and Site Assessments Privacy Notice

This privacy statement explains how we, Chesterfield Borough Council (the data controller) as the Local Planning Authority (LPA) process your personal information data in relation to the Call for Sites and site assessment processes, which will inform future planning policy documents. Please also refer to the Council's main privacy statement at <https://www.chesterfield.gov.uk/privacy> and both the Planning Service and the Local Planning Policy privacy notices here [Planning Policy Privacy Notice](#).

### How will we use the information?

We only use your personal data for our statutory functions relating to Town and Country Planning (which is the LPA's official function). Personal data is required to enable us to carry out a call for sites which will in turn be used as part of site assessment to identify a supply of deliverable development sites from which some will be selected through Local Plan making to meet the Borough's needs.

The data will be needed to:

- communicate with you, where necessary, on the details of a submitted site;
- verify the authenticity of information provided on sites;
- form part of the evidence base used to create new planning policy documents including a new Local Plan;
- assist in a Local Plan Review;
- understand the supply of available land with potential for development.

### What information do we collect?

To carry out the Call for Sites and site assessments, we may collect some or all of the following categories of personal data:

- Personal contact details for the person submitting the site (address, email, telephone number and signatures)
- Personal contact information for third parties such as planning agents, landowners (address, email, telephone number and signatures)
- Land ownership and land information details (viability, development agreements, constraints and mitigation)
- Special category data (such as personal sensitive data on health or ethnic origin contained within statements or comments)

### Legal basis for processing

The UK General Protection Regulation (UK GDPR) and Data Protection Act 2018 requires us to have a lawful basis for processing personal data. In terms of the LPA data, this is processed on the understanding that it is used to perform a task in the public interest. The task or function must also have a clear basis in law.

Chesterfield Borough Council has a statutory duty to deliver a Local Plan and the Call for Sites and site assessments form an intrinsic part of the review and preparation of the Local Plan. Under data protection regulation this processing is known as public task.

### **Who we share your personal data with**

We share with Urban Intelligence Ltd, a contracted consultancy assisting Chesterfield Borough Council with the call for sites and site assessment. This sharing is controlled using a data sharing agreement to protect your privacy.

Furthermore your personal information may be shared with those working for the Council who need the information for the purpose it was provided, in relation to assessing the site as part of the evidence base used to create planning policy documents.

Site submissions and assessments will be made available for the public to view and cannot be treated as confidential. Personal data will however, be processed and held in accordance with the UK GDPR and Data Protection Act 2018.

The Council assumes that by submitting sites to be considered for future Local Plan allocation, you opt-in to receiving further updates from us about future planning policy documents. If you do not wish to receive updates, you can opt-out of receiving these by contacting the Council's Strategic Planning Team.

### **Further information**

If you need further advice on the Call for Sites and site assessment process please contact the Strategic Planning Team on [local.plan@chesterfield.gov.uk](mailto:local.plan@chesterfield.gov.uk) or by calling 01246 345002. The Council will hold your data in respect of any site submission for at least 5 years.

### **Your rights**

Under data protection legislation, you have the following rights regarding your personal data:

- **Access:** You can request a copy of the data we hold about you.
- **Rectification:** You can request corrections to your data if it is inaccurate or incomplete.
- **Objection:** You can object to the processing of your data where permitted by law.
- **Erasure:** In certain circumstances, you can request that your data is deleted.

To exercise your rights, please contact the Council's Data Protection Officer at [dpo@chesterfield.gov.uk](mailto:dpo@chesterfield.gov.uk), or by phone on 01246 345345, or by post to: Data protection officer, Chesterfield Borough Council, Town Hall, Rose Hill, Chesterfield, Derbyshire, S40 1LP

<b>Site Identification</b>		
<p><b>Please use the site selection tool to either select a land registry title or draw a custom site boundary.</b></p> <p><b>The Council may contact you if clarification of site boundaries and locations are needed.</b></p>		
<b>Section 1: Contact Details</b>		
Contact Name		
Organisation		
Address		
Town/City		
Postcode		
Email		
Telephone		
<b>Section 2a: Site Ownership Information</b>		
I am submitting as a	Landowner	
	Developer	
	Planning Consultant	
	Land Agent	
	Housing association	
	Resident / Individual member of the public	
	Other (Please Specify):	
Do you have ownership interest in any of the site?	Yes (Proceed to Section 2b)	
	No	
Are you writing on behalf of the owner?	Yes – please enter your client’s details:	
	(Proceed to Section 2b)	
	No	
Is the owner aware of this site’s submission?  (Proceed to Section 2c)	Yes	
	No	
	Don’t Know	
<b>Section 2b: Site Ownership Information</b>		
What is your (or your client’s) interest in the site?	Sole Owner	
	Part Owner	
	Leaseholder	
	Option Holder	
If there are known additional owners for this site, please enter their contact details and interests below:		

Chesterfield Borough Council Call for Sites 2025

<b>Section 2c: Site Ownership Information</b>			
If known, please provide the owner's contact details			
<b>Section 3: Site Details</b>			
Site Address:			
<p>Has the site been brought to the Council's attention before?</p> <p>Please give any relevant references, and any other relevant information.</p>	Yes, Planning permission		
	Yes, Existing Land Availability Assessment site		
	Yes, Brownfield Land Register site		
	Yes, through other means		
	No		
<p>What is the current/last known use of the site?</p>	Use Type	Current	Previous
	Agricultural		
	Other open land		
	Community Use		
	Education		
	Food and drink		
	Health		
	Industrial		
	Leisure / indoor sport		
	Office		
	Open space, recreation and sport (outdoor)		
	Residential		
	Retail		
	Storage / Distribution		
Vacant			
Don't know			

## Chesterfield Borough Council Call for Sites 2025

	Other – please specify		
<b>Section 4: Site Visits</b>			
A site visit may be required. By completing and returning this form you consent to officers of the Council (or their representatives) visiting the site in order to make an assessment if necessary. Site visits will be conducted unaccompanied wherever possible. Where there are reasons why an unaccompanied site visit may not be practicable (e.g. where the site is secured and not visible from a public highway), please indicate below so that alternative arrangements for a site visit can be made as required.			
Is an unaccompanied site visit possible?	Yes		
	No		
Reason why an unaccompanied site visit is not possible (if relevant):			
Contact details for arranging an accompanied site visit			
<b>Section 5: Site Proposal</b>			
What type of uses is the site suitable for? (Please tick all that apply)			
Site for Nature or Biodiversity Offsetting (Net Gain)			
Housing - Private ownership			
Housing - Private rented			
Housing - Affordable rented			
Housing - Affordable ownership			
Housing - Self-build or custom-build			
Housing - Community-led <sup>1</sup>			
Housing - Residential care or nursing home			
Housing - Specialist housing <sup>2</sup>			
Gypsy and Traveller pitches			
Employment - Offices			
Employment - Light industrial			
Employment - General industrial (e.g. manufacturing)			
Employment - Storage / distribution / warehousing			
Employment – research and development / lab space			
Retail - shop selling convenience goods, eg supermarket, corner shop			
Retail - shop selling comparison goods, eg clothing, furniture			
Food and drink			
Commercial leisure and services			
Visitor accommodation			
Community use (indoor)			
Leisure / Indoor sport			

<sup>1</sup> development instigated and taken forward by a not-for-profit organisation set up and run primarily for the purpose of meeting the housing needs of its members and the wider local community, rather than being a primarily commercial enterprise.

<sup>2</sup> Including age-restricted housing, retirement living, housing with care for older people, people with a physical disability and/or people with a learning disability.

## Chesterfield Borough Council Call for Sites 2025

Open space, recreation and sport (outdoor)		
Renewable and low carbon energy infrastructure		
Flood resilience and water management infrastructure		
Other (please specify)		
What is the estimated capacity of the site? (if relevant)	Please give details: (Number of dwellings/ or employment/ commercial floorspace/ha or other proposed capacity)	
When could development or the new use start on site?	Within 5 years	
	6-10 Years	
	11-15 Years	
	16+ Years	
	Don't know	
Will there be any phasing of the site?	Yes (Please give details)	
	No	
	Don't know	
Once development has started, how many years will it take to develop?	Please specify:	
	Don't know	
Would your proposal contribute to adapting to climate change or achieving net zero development?	Yes	
	No	
	Don't know	
	Please explain:	
<b>6. Site assessment and constraints</b>		
Does the proposed site include existing irreplaceable habitat <sup>3</sup> ?	Yes (please explain where relevant)	
	No	
	Don't know	
Does the site have access to an adopted highway?	Yes	
	No	
	Don't know	
Are you aware of any significant abnormal site-specific development costs or constraints?	Contamination or pollution	
	Ground conditions, landfill, land stability	
	Access (ransom strip or highways)	
	Topography	
	Sensitive receptors (schools etc)	
	Utilities	

<sup>3</sup> Irreplaceable habitat includes some of England's most ecologically valuable terrestrial and intertidal habitat, such as ancient woodland, ancient and veteran trees, blanket bog, limestone pavements, spartina saltmarsh swards, mediterranean saltmarsh scrub, lowland fens

## Chesterfield Borough Council Call for Sites 2025

	Demolition / site preparation	
	Ecologically sensitive site	
	Flood risk / drainage / groundwater	
	Other (Please specify):	
Have site investigation or technical site assessments been prepared or planned?	Yes - Please specify and upload	
	No	
	Don't know	
Please indicate any legal or ownership issues?	Lease or ownership dispute or constraint	
	Restrictive covenants	
	Unregistered land	
	Option Agreement	
	Other (Please specify):	
	None	
Is grant funding required to bring forward the site Please state if secured and grant funding source	Yes - Please specify:	
	No	
	Don't know	
Is the site currently being marketed for any other use?	Yes	
	No	
	Don't know	
Is there any other relevant information?	Yes (Please give details)	
	No	
<b>7. Sites for Nature or Biodiversity Offsetting</b>		
If your proposal is for a site for nature or biodiversity offsetting, please answer the following questions.		
What is the current habitat?	Type	Current
	Arable	
	Lowland grazing	
	Woodland	
	Shrub/heathland/bracken/bog	
	Meadow/semi-natural grassland	
	Previously developed land	
	Other	
Not applicable		
Please explain how and why you have chosen this land in relation to any wider land holdings it is a part of, and how the proposals fit with any wider management of the land holding in the future. Please upload farm management plan if available.		



Chesterfield Borough Council Call for Sites 2025

Please explain what other benefits / objectives you would like the site to deliver? (Please tick all that apply)	Habitat enhancement	
	Landscape recovery	
	Natural Flood Management	
	Carbon sequestration	
	Increased public access	
	Placemaking	
	Agricultural practice	
Other (please specify)		

**Please attach a plan clearly showing the boundaries of the site and a location plan to show its location in relation to at least two named streets/roads. The Council may contact you for clarification of site boundaries and site location if it is thought to be necessary.**