



Local Green Space - Call for Sites

Completed forms can be submitted by email to:
strategicplanningconsultations@staffordbc.gov.uk

Or returned via post to: Strategic Planning, Stafford Borough Council, Civic Centre, Riverside, Stafford, ST16 3AQ

Guidelines for Submitting a Site

Landowners and other interested parties are invited to submit any site to be assessed and potentially designated for Local Green Space.

This form has two parts:

Part A: Personal Details

The information that you provide will only be used to assist in the Council's review of its development policies in accordance with the Planning and Compulsory Purchase Act 2004. Your personal details may be shared with other departments to ensure our records are kept accurate and to keep you informed of future consultation documents. Please note that representations will be made available for public inspection. This means that with the exception of telephone numbers, private addresses, personal email addresses and signatures, your comments and other details that you provide will be publicly available for inspection and will also be published on the internet.

Part B: Your representations

- Please complete Part B of this form for each representation you wish to make. You do not need to complete Part A more than once, but please ensure you state your name or organisation as applicable at the top of each Part B form you submit.
- Please note that when representations are submitted only Part B of the form will be published. Contact details on Part A will not be published.
- Please refer to the attached guidance notes on making representations.
- Where submitting a site, please ensure that the sites forms the setting of features indicative of significance to the local community, are no more than a maximum size of 30 hectares, within 300 metres of the community it serves and is not subject to an extant planning permission.

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- Please attach an up-to-date Ordnance Survey based map at 1:1250 or 1:2500. This must outline the precise boundaries of the site in its entirety and the part that may be suitable for designation (if this is less than the whole).
Without this mapped information we are unable to consider and assess the site.

How will my submission be used?

We will acknowledge receipt of your submission and fully consider responses for the next stage of the plan-making process, although the Council will not engage through individual correspondence.

Your comments and information relating to the submitted site, such as site address and size, will be published as part of the Local Green Space Designations Background Paper, but your personal information, such as your name, postal address and email address will not be published.

Protecting Your Privacy

We believe you should always know what data we collect from you and how we use it, and that you should have meaningful control over both. As part of our ongoing commitment to transparency, and in relation to current data protection legislation, we have updated our Privacy Policy.

Stafford Borough Council are the data controller and you can find information about how we handle your personal data by visiting www.staffordbc.gov.uk/call-sites-submissions-how-we-use-your-personal-information and if you have any queries or would like to unsubscribe from receiving information then please contact strategicplanningconsultations@staffordbc.gov.uk

Part A - Personal Details

1. Personal Details

(Please note, if an agent is appointed please complete only the Title, Name and Organisation boxes below but complete the full contact details of the agent in 2.)

Title:

First Name:

Last Name:

Job Title (where relevant):

Organisation (where relevant):

Address:

Post Code:

Telephone Number:

Email Address:

2. Agent's Details (if applicable)

Title:

First Name:

Last Name:

Job Title (where relevant):

Organisation (where relevant):

Address:

Post Code:

Telephone Number:

Email Address:

Part B - Your Representation

1. Site Details

Site name and location (including address and post code):

Grid reference (if known):

Site area (hectares):

2. Site Ownership

Please provide details of landowner if known:

Is the landowner aware of the proposal to designate their land?

Yes / No

Is the landowner supportive of the proposals to designate their land?

Yes / No

3. Site History

What is the site currently used for?

Is the site subject to planning permission for development? (If yes, please provide details)

Has an application for planning permission for development been made in the past?
(If yes, please provide details)

4. Site Support

Is the proposal to designate the space supported by any of the following? (If yes, please provide details)

- A friends group
- Local community group
- Parish Council
- Local Councillor
- MP
- Other group / organisation
- Individual

Please use the below space to provide relevant details.

5. Site Characteristics

The NPPF (December 2023) states that any sites designated as Local Green Space must be:

- a) “in reasonably close proximity to the community it serves;
- b) demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
- c) local in character and is not an extensive tract of land.” (Para. 106)

To help in this assessment please answer the following questions below providing evidence to support your answer.

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In all instances the Council requires evidence as to why an area is of particular significance to the local community and why it warrants additional protection compared to other areas of open green space across the borough. This could include for example photographic evidence, wildlife reviews or headcount data.

The Council reserves the right to request additional evidence where needed.

A. Is the site within reasonable close proximity to the community that it serves?

Yes / No

Please provide further details

B. Is the site an extensive tract of land?

Yes / No

Please provide details of the size of the site

C. How does the site connect physically, visually and socially to the area?

D. How is the proposed space of particular local significance in respect of its beauty?

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E. How is the proposed space of particular local significance in respect of its historic significance?

F. How is the proposed space of particular local significance in respect of its recreational value?

G. How is the proposed space of particular local significance in respect of its tranquility?

H. How is the proposed space of particular local significance in respect of its wildlife value?

I. Are there any other reasons why the proposed space has a particular local significance for the local community? For example, does the area play an important role in community cohesion? Is it registered on the asset of community value?

6. Other Relevant Information

Please provide any other information that you consider would be helpful to the assessment (any additional information should be limited to 3 sides of A4):

Signature:

Date: