

# Gypsy and Travellers and Travelling Show People Call for Sites

## Guidance Note

### Before submitting a site:

Before submitting a site, you should be aware that:

- All the sites proposed may be subject to future public consultation to ensure that the site selection process meets the statutory requirements of the plan making process. 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. a 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. Sites will be assessed through the plan making process and will be subject to normal planning procedures.

### How to submit site proposals:

- Sites put forward for consideration can be:
  - submitted via the online [form](#) or
  - by downloading the Call for Sites response form and e-mailing it to [planning.policy@n-somerset.gov.uk](mailto:planning.policy@n-somerset.gov.uk)
- Please provide as much information as possible for each site – but still submit a form even if all of the information requested is not known.
- A separate form should be completed for each site.
- Each site submitted should be accompanied by an accurate plan (see below).
- There should be a reasonable chance that sites will become available for development or redevelopment in the period up to 2039.
- Sites must be within the administrative boundary of North Somerset. 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 you need to provide supporting information at this stage, please summarise it on a separate sheet(s). If we require further information we will contact you.



### Plans:

- 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). The north point should be shown.
- Any properties shown should be numbered or named to ensure the exact location of the site is clear. Please highlight the proposed site in red and include all land necessary to carry out the proposed development e.g., land required for access, landscaping etc. If you also own adjacent land please also edge this in blue.
- If possible the plan should 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.
- Plans 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).