

GUIDANCE NOTES

Luton Call for Sites (May 2026)

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1 Luton Borough Council 'Call for Sites'

- 1.1 Please follow this guide for submitting proposed sites for assessment and consideration for potential allocation in the new Luton Local Plan.
- 1.2 Luton Borough Council is preparing a new Local Plan and periodically issues a 'Call for sites' (see <http://www.luton.gov.uk/newlocalplan> web page for information) inviting landowners, developers and community groups to promote available land and property which can be used for the future development needs of the town. While there are specific call for sites consultation events to coincide with plan making stages, the 'call for sites' is open at any time. The current call for sites is open from 28 May to 23 July 2026 closing at 5pm.
- 1.3 A Timetable for plan preparation and draft Vision with objectives to shape growth and development is open for consultation within the Scoping Consultation Document here: <http://www.luton.gov.uk/newlocalplan>. and here: <https://consult.luton.gov.uk/kse>.
- 1.4 In particular, we are interested in land and property opportunities that could help to meet the following needs:-
- Market Housing for rent or ownership;
 - Affordable Housing including social rent, intermediate affordable rent and shared ownership;
 - Specialist housing for vulnerable groups including; older people; people with disability including M4(2) and M4(3) housing; the young including looked after children
 - Student accommodation;
 - Custom And Self-Build Housing;
 - Co-housing and Cooperative housing;
 - Gypsy and Traveller and Traveller Showpeople (G&T) pitches and plots.
 - Employment land including Local Commercial, Service, Industrial and Distribution needs;
 - Opportunities to secure [Invest 2035 the uks modern industrial strategy](#) e.g.:-
 - Advanced, 'Clean' and Life Sciences manufacturing, R&D/knowledge based;
 - Data Centres; AI and Digital and technology businesses;
 - Employment led mixed use development
 - Clean energy industries; creative industries; defence industries;
 - Financial services and professional and business services.
 - Brownfield Land (to be included on the Brownfield Land Register (BLR))
 - Tourism, Culture and Leisure
 - Biodiversity Net Gain (BNG)
 - Nature Recovery (Local Nature Recovery Strategy)
 - Renewable Energy (solar, wind, biomass, combined heat and other innovative solutions e.g. geothermal, pumped water and gravity storage)
 - Green and Blue Infrastructure (e.g. greenspace and water bodies)
- 1.5 Please fill in the 'call for sites' proforma as best as you can which can be found on the <http://www.luton.gov.uk/newlocalplan> web page. During call for site consultation events, you can complete this form directly using the Keystone consultation portal <https://consult.luton.gov.uk/kse>. Fewer gaps will help to improve the accuracy and speed of assessment of site suitability, availability and achievability. It can be used for new sites

and/or to update existing sites you may have already submitted for inclusion in the council's land supply, captured in the Strategic Housing Land Availability Assessment (SHLAA).

- 1.6 **Please complete a separate form for each site – including for any site updates.**

2 Call for Sites Proforma

- 2.1 Our preference is for submissions to be made using our online Objective (Keystone) consultation portal survey: <https://consult.luton.gov.uk/kse>. to improve the accuracy and speed of assessment.
- 2.2 However, if this is not live, or you cannot use the Objective (Keystone) portal, you can download from our <http://www.luton.gov.uk/newlocalplan> web page and provide a completed scanned proforma which should be emailed to localplan@luton.gov.uk.
- 2.3 You can also post it in or drop the form off at the Council Offices at the town hall marked for the attention of the Planning Policy Team, 2nd Floor, Luton Town Hall George Street Luton LU1 2BQ.
- 2.4 You can also email us at localplan@luton.gov.uk or call 07845034931 and we can email or post response forms to you.
- 2.5 Before completing your site proforma, please fill in your contact details, then review and agree the **Privacy Notice** (see the section 3 of the proforma 'Your contact Details and Privacy Notice Declaration') by ensuring that it is agreed (ticked) to be included with your proforma return.
- 2.6 You can also choose to be kept updated as work on the new Local Plan for Luton progresses.
- 2.7 All electronic or hard copy completed forms should be submitted to the Council together with an Ordnance Survey map identifying the site boundaries in red (and if available, any land ownership edged in blue) at an appropriate scale (e.g. 1:2,500). If you do not provide this we will be unable to process your submission until you do.

A separate form should be completed for each site.

- 2.8 Any further detailed information you may wish to supply relating to the site and/or potential development proposals would aid the Council in its analysis of your site email to localplan@luton.gov.uk.

Housing C3 Use

- 2.9 Sites for housing-led development must be able to accommodate 5 or more additional dwellings or be at least 0.25 hectares (ha) in area.
- 2.10 Housing can also include potential uses for Sheltered and Extra care accommodation (C3 use).
- 2.11 However, C2 use should be identified separately, e.g. provision of residential accommodation and care to people in need of care (other than a use within class C3 -

dwelling houses). A hospital or nursing home. A residential school, college or training centre.

Economic development

- 2.12 Sites for economic development must be a minimum of 0.25 hectares (ha) or be able to accommodate 500 square metres or above of additional floor space.
- 2.13 Employment land is broadly classed as general industrial, storage and distribution uses, such as B2 and B8 Use Classes. However. There have been changes in use classes for retail and commercial or town centre uses which have been included within the proforma (i.e. E classes g) i), ii) and iii) for office, Research & Development and light industry respectively).

Previously Developed Land

- 2.14 There is a legal requirement for us to maintain a Brownfield Land Register of previously developed sites that are capable of being redeveloped or converted to provide housing-led development.
- 2.15 All Brownfield Land Register sites must meet the definition of 'previously developed land' contained in the [National Policy Framework December 2024 \(as amended\)](#) and criteria on the Government's web page: [Brownfield Land Registers](#).

Gypsy & Traveller and Travelling Showperson Sites

- 2.16 All gypsy and traveller qualifying sites submitted will be assessed to ensure they can help to provide a supply of suitable, available and achievable land to meet future gypsy, traveller and travelling showpeople needs.

Custom and self-build housing

- 2.17 We are interested in potential plots for custom or self-build housing opportunities. Sites must be able to accommodate an estimated yield of 5 dwellings or more. This includes sites for market and affordable housing; sites that can accommodate serviced plots for self-build and custom housebuilding in accordance with the definition set out in the [Self Build and Custom Housebuilding Act 2015](#) (as amended).

Leisure and tourism

- 2.18 We are interested in potential areas for tourism and leisure use such as hotels (C1 Use Class), leisure attractions and accommodation or tourism facilities appropriate for the town.

Biodiversity Net Gain (Offsetting)

- 2.19 Biodiversity Net Gain (BNG) is an approach to development and land management that aims to leave biodiversity in a measurably better state than it was beforehand. This may mean the development of land, will require on and off-site improvements to enhance biodiversity in order to deliver net gains. Therefore, we are interested in receiving submissions of sites that you think would be suitable for providing net gain for biodiversity including for those instances where it is not possible to achieve net gains on a development site.
- 2.20 All sites being put forward in regard to Biodiversity Net Gain Offsetting should be a minimum of 0.25ha in size and there should be a general commitment to this use to be maintained overall for a period of 30 years. Sites submitted for this purpose must not be existing private gardens or sites statutorily designated for nature purposes, such as SSSI or SPAs. You may wish to refer to the Bedfordshire Local Nature recovery Strategy ([LNRS 2025](#)) which identifies priorities and opportunities for habitat and species conservation across the three Bedfordshire authorities, Luton, Bedford Borough and Central Bedfordshire.

Blue/green infrastructure or renewable energy

- 2.21 Luton declared a climate change emergency on 13 January 2020 introducing a Climate Change Action Plan (and pledging to ensure that Luton is a net zero town by 2040, ten years ahead of the government's own target. Information on this can be found on our climate change web page: [Climate Emergency & Climate Change Action Plan January 2020](#)
- 2.22 We are keen to encourage any proposals which are in line with the purposes of mitigation of climate change impacts such as loss of biodiversity or alleviate flooding (from any source), to be submitted under this category. This could include nature-based flood management, carbon capture, (wetlands), carbon reduction via renewable and decentralised energy for example:
- Solar.
 - Wind.
 - Wave.
 - Geothermal.
 - pumped water storage.

3 Further information

- 2.23 Please note, we will give due consideration to all sites put forward in the Call for Sites exercise. However, they will be assessed against planning policy and other relevant considerations. Submitting details of a particular site does not guarantee that we will support or allocate the site for development or necessarily, grant planning permission.
- 2.24 Before submitting details of a site, you should be aware of the following:
- Sites must be within the Local Planning Authority area of Luton Borough Council.
 - However, if your site is or partly falls outside of the borough, the extent of this must be clear from the submitted site map for it to be considered and assessed – you

should contact the relevant authority for the portion of the site or sites that does not fall within Luton. We will only be able to assess and publish what is within Luton's administrative area.

- All the sites proposed will be assessed and provided the submission meets requirements (see below), will eventually be made publicly available, to ensure that the site selection process meets the statutory requirements of the plan-making process.
- Confidential proposals cannot be accepted, as we will need to be able to contact you in the future or to clarify some of the information included in your submission, site details of which will be made publicly available. You may wish to use an agent such as a planning consultant, solicitor, or estate agent, to submit proposals on your behalf. However, there is a cost implication to you for doing so.
- Sites put forward will also be subject to assessment as part of future updates.

4 How to submit site proposals - the following should be done:

- You are strongly encouraged to submit sites for consideration using the Call for Sites online Objective portal survey for accuracy and speed of assessment.
- Alternatively, you can download an .pdf version of the proforma and send it in electronically or hard copy.
- A separate proforma should be completed for each site.
- Provide as much detail as possible. We recognise that it might be difficult to provide more detailed information related to the sites, however, detailed information will help us to assess the suitability of the sites.
- Each request should be supported by an accurate map. The submission site should be edged clearly with a red line and include all land to be considered as part of the process.

Submission details

- 4.1 Sites should be submitted by completing our Call for Sites proforma following reviewing and agreeing our Privacy Notice.
- 4.2 By ticking agreement to the Privacy Notice question in the Your Details section, completing and returning the proforma electronically on the Portal or emailing or sending a hard copy form, you are 'opting in' to us holding data in line with the Privacy Notices:-
 - [Corporate Privacy Notice](#)
 - [Planning Services Privacy Notice](#)

Detailed proforma guidance

Your details

- 4.3 Your contact details are required. Please note that site submissions cannot be treated as confidential. If you are/have an agent employed to act on someone else's/your behalf, please fill out both your own and your client's/agent's details.

Status

- 4.4 Please confirm your status as applicant. Please identify all that apply.

Site Ownership

- 4.5 You do not need to be the owner of the site to put it forward for development. If you know the details of the site owner(s), please give us their details. If there is more than one owner, please indicate the extent of individual landholdings on the site map. Please also indicate whether the site owner(s) shows support for its proposed development.
- 4.6 We do not usually hold information on who owns land (apart from our own) If you require details of who owns a particular site, we suggest you contact the government's online Land Registry who can run a search for you (please note that there is a charge for using this.)

Site details

- 4.7 We need to be able to precisely identify the locations and boundaries of all submitted sites. Therefore, it is essential that you supply a map of suitable quality (preferably on an Ordnance Survey (OS) base at an appropriate scale e.g. 1:1250), clearly showing the detailed site boundaries. Site boundaries should be marked in red. Any neighbouring land that you own should be marked in blue. If you are proposing for different uses such as BNG offset, then that will need to be clearly defined within the red site boundary.
- 4.8 More than one site boundary may be marked on one map, for example, if they are close together, provided the sites are clearly labelled and the boundaries remain clear. If you are the landowner, a Land Registry map will normally suffice.
- 4.9 Unfortunately, due to OS copyright and licensing restrictions, we are unable to provide blank maps for this exercise. If you need to obtain a map, the government's online planning portal: <https://www.planningportal.co.uk/> has a list of accredited suppliers that can provide suitable maps (please note that these suppliers will charge you for using their service). Other suppliers may also offer similar services. For more information, please visit the planning portal. In addition, please tell us the name of the site that it is commonly known by and its location. If known, it would be helpful if you could include details as to its approximate size in hectares and how much of the site may be developable.

Availability

- 4.10 Please state when you believe the site could be made available for development.
- 4.11 If the site is not immediately available, please state which year it could be available for development and explain why - such as listing the main constraint(s) or delaying factor(s) and actions necessary to remove these.

Proposed uses and capacity

- 4.12 We are inviting site suggestions for uses such as housing, affordable and special needs accommodation; gypsy & traveller showpeople accommodation, local and national employment commercial, service and manufacturing needs including to secure [Invest 2035 the uks modern industrial strategy](#) opportunities e.g. Giga factories (large-scale factories are required for the production of electric vehicles), distribution including Data Centres (for their 'storage' of data), green businesses and research, and laboratories,

retail, leisure and tourism, biodiversity net gain (offsetting) and blue/green infrastructure or renewable energy including infrastructure (see Call for Sites proforma).

- 4.13 Please indicate the preferred use that you would like the site to be considered for and also indicate what other uses you would also consider acceptable. Please tick all boxes that apply.
- 4.14 You should also indicate the potential capacity of the site, such as the number of properties and approximate density, or the gross and net amount of land (Hectares) floor space (in square metres) and whether any site preparation studies/evidence or design work has been done.

Suitability

- 4.15 To the best of your knowledge, indicate the severity of any constraints that may affect how easily or quickly the site could be developed. Please provide evidence, wherever possible, to support statements made on the form. It is important to note that we will make our own assessment of these matters for each site, perhaps in consultation with utility providers or agencies e.g. National Highways. We may sometimes come to a different conclusion than that submitted on the form. However, any information provided on these forms will be a useful starting point in assessing each site. If there are any other constraints not listed on the form that you are aware of, please tell us in the space provided.

Achievability

- 4.16 We need to ensure that we capture enough information to ascertain whether the site can achieve the proposed use including its viability. To the best of your knowledge, please indicate all the viability issues which could affect the development.

Deliverability

- 4.17 This section needs to be filled out accurately so that we are able to assess the site's deliverability and in the right period.
- 4.18 The [National Policy Framework December 2024 \(as amended\)](#) (NPPF) sets out components of delivering a sufficient supply of homes. Paragraph 72 and Annex 2: Glossary, emphasise the key role and definition of 'deliverable' sites for housing supply. One of the key components is the strengthening of the definition of 'deliverable'. To be considered deliverable, sites for housing should be available now, offer a suitable location for development now, and be achievable with a realistic prospect that housing will be delivered on the site within five years. This is carried across in [Draft NPPF December 2025](#) proposed Policy HO3 and Annex B:Glossary.
- 4.19 As part of this thrust on the supply of homes, the government places significant emphasis on securing a 5-year housing land supply (5yr HLS) using more robust evidence in order to ensure that housing policies are up to date and delivering housing targets so this section is very important to demonstrate this deliverability.

Additional comments

- 4.20 Space has been provided for you to tell us anything else of relevance regarding the site, if not covered by any of the other sections and a question to provide additional attachments such as plans - or additional documents.