

How to use the PlaceMaker Call for Sites Portal

PLACEMAKER CALL FOR SITES

A couple of years ago, the Thurrock Planning Department partnered with Urban Intelligence, a PlanTech firm in Bristol, to use their map-based product, PlaceMaker.

PlaceMaker is a comprehensive repository of data about pieces of land and includes the ability to set parameters for site assessment to provide a detailed sifting of a number of factors, including proximity to existing services, agricultural land values, and other constraints.

Thurrock Officers are then able to review these assessments and make changes based on local knowledge. But PlaceMaker can do in seconds what it takes a team of humans weeks or even months to do manually.

PlaceMaker also offers a public-facing portal where developers, landowners and residents can submit land that is available for growth.

Previously, this was a very manual process that involved manual data entry, boundary mapping, and saving of supplemental files.

Now this is all done when the site is submitted, ensuring accurate data from the start. People who submit can even update their submission should anything change.

But anything new can be confusing so we have prepared this step-by-step guide to help you submit your site.

PlaceMaker can do in seconds what it takes a team of humans weeks or even months to do manually.

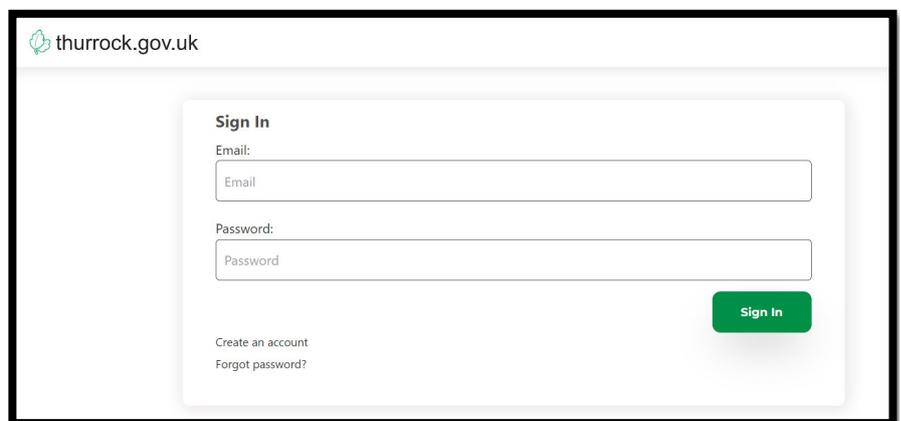
CREATING A NEW ACCOUNT AND LOGGING IN

The Portal can be reached at

<https://cfs.thurrock.urbanintelligence.co.uk/sign-in>

The important thing to know about starting off in the Portal is that this database is completely separate to any other login you may have at Thurrock, including notifications about new consultations, the Thurrock Council email newsletter, your Council Tax data or online payments, or the Developer Forum.

So unless you have submitted sites through this Portal before, you will need to start with Creating an Account, which is the link just below the Email and Password fields.



The screenshot shows the sign-in interface for thurrock.gov.uk. It features a 'Sign In' heading, an 'Email:' label above a text input field, a 'Password:' label above another text input field, and a green 'Sign In' button. Below the input fields are two links: 'Create an account' and 'Forgot password?'.

Information collected through the Portal will be stored securely on Urban Intelligence's cloud servers under the terms of the Data Protection Act and our standard Third-Party Data Processing Agreement.

Site details may also be made available to view by the public, but personal details, such as your address and phone number, will not be published.

Creating an account is as simple as inputting your preferred email address and the password of your choice. Staff at Thurrock Council and Urban Intelligence cannot see your password at any time as it is encrypted. But if you forget your password, you can reset it using the link.

You will then need to wait a couple of minutes for a verification email. The From field will look like this:

From: Thurrock Council Call for Sites 2024
<noreply@thurrock.urbanintelligence.co.uk>

Many email programs will send this to your junk folder, so please check there if you don't receive the email.

Within the email is a link to return to the Portal and confirm your email address:

Please follow this link to verify your email address: [VERIFYEMAILLINK](#)

Once you log in using the verification link, you will see the privacy notice:

Privacy Notice

Planning Service Privacy Notice

Information collected in this survey will be stored securely within the Growth & Strategy Team of Thurrock Council under the terms of the Data Protection Act. The information that you provide may be given to consultants undertaking work on behalf of the Council.

Site details may also be made available to view by the public, but personal details, such as your address and telephone number, will not be published.

I have read and agree to the Privacy Policy

[Start Call for Sites questionnaire](#) ▶

Tick the box that you've read and agree to the Privacy Policy then Click on the blue Start Call for Sites questionnaire to submit your first site.

ENTERING YOUR DETAILS AND OWNERSHIP

The first page is all about you. You might be an agent or developer acting on behalf of one or more landowners, you might be a landowner, or you might be a local resident who passes by an underused site on your way to work.

This information is not shared with the public, even if the Call for Sites mapping is shared either by enabling public mapping or in any of our Local Plan documents.

Contact Details

Contact Name

Organisation

Address 1

Address 2

Address 3

Town/City

Postcode

Email

Telephone

[← Privacy](#) [Site Ownership Information →](#)

Click Site Ownership Information or the green arrow at the bottom right to continue.

Your site ownership page may be different depending on your answers. Please respond as completely and accurately as you can.

If you don't have ownership information, for instance if you have identified an underused site, we need to understand this. Please consider adding a document at the end of the submission when you are prompted for any uploads.

Part of the reason for the Call for Sites exercise is to identify sites that are available for development. If you don't own or work for the owner of the site, the land may not be available. Don't let this put you off submitting, but understand that we have limited resources available to follow these sites up.

If you are a professional agent or developer, we expect you to have control over all the land you submit in the Call for Sites.

This information is not shared with the public, even if the Call for Sites mapping is shared either by enabling public mapping or in any of our Local Plan documents.

Click on Site identification or the green arrow at the lower right to continue.

Site Ownership Information

I am submitting as a:

Landowner
 Developer
 Planning Consultant
 Land Agent
 Housing Association
 Other

Do you have ownership interest in any of the site?

Yes
 No

Are you writing on behalf of an owner?

Yes
 No

What is the owner's ownership type?

Sole Owner
 Part Owner
 Leaseholder
 Option Holder
 Other

Contact Name

Organisation

Address 1

Address 2

Address 3

Town/City

Postcode

Email

Telephone

Are there any other known owners of the site?

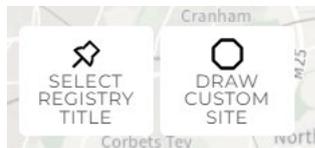
Yes
 No

[← Contact details](#)
[Site identification →](#)

MAPPING THE SITE

At the top of the Site Identification page, you are asked for a site address. This might be 10 Residential Avenue, Aveley, or it might be Field SW of Junction 31.

Within the map you will see two options on the upper left: Select Registry Title and Draw Custom Site:

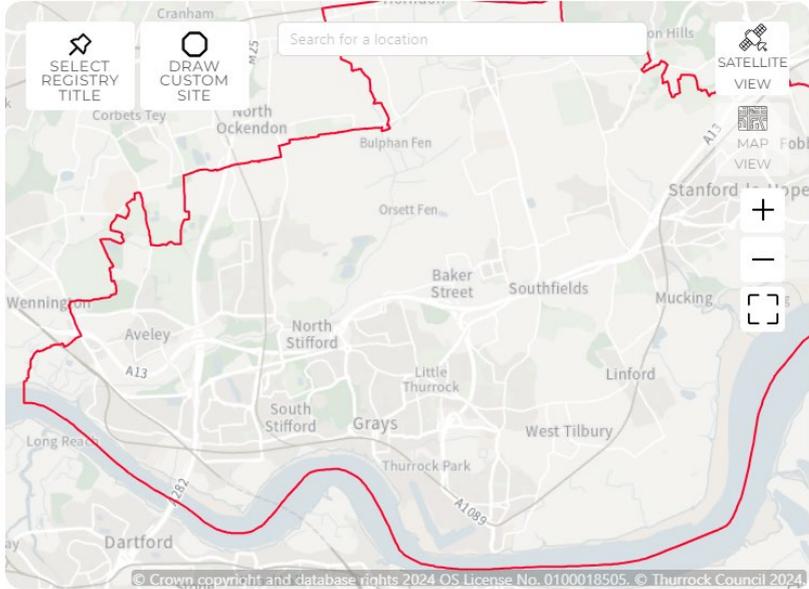


You will only use Select Registry Title if your site is **ONLY ONE TITLE**, like a single home. The majority of sites submitted in this exercise will involve more than one title registry.

Site Identification

What is the site address or description of location, referring to nearest road or street name ?

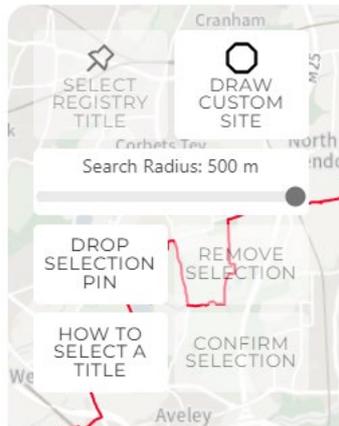
By using the site selection tool, please specify the site for submission



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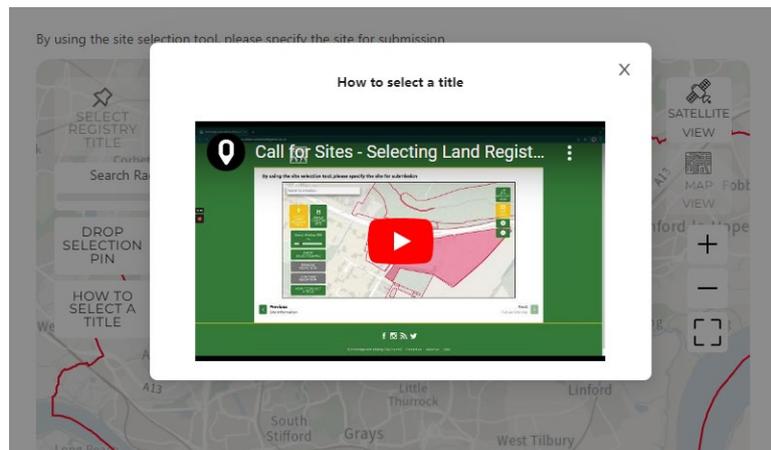
Select Registry Title

Okay assuming you do want to submit only one title site, you would click on the Select Registry Title button. A couple of new options come up:



You may notice that Select Title Registry has now gone dim. This is because it is selected. But Remove Selection and Confirm Selection are dim because they are not yet active. If this is confusing, it's just because you can't click on any of the dim buttons.

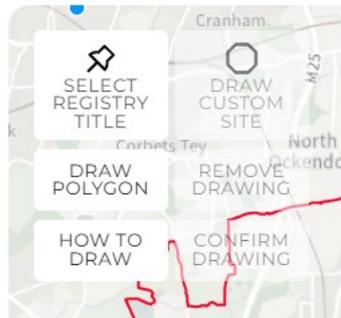
If you click on How To Select a Title, a very short video will come up which will show you the steps.



Once you have Confirmed your selection, click on Site Details or the green button at the bottom right.

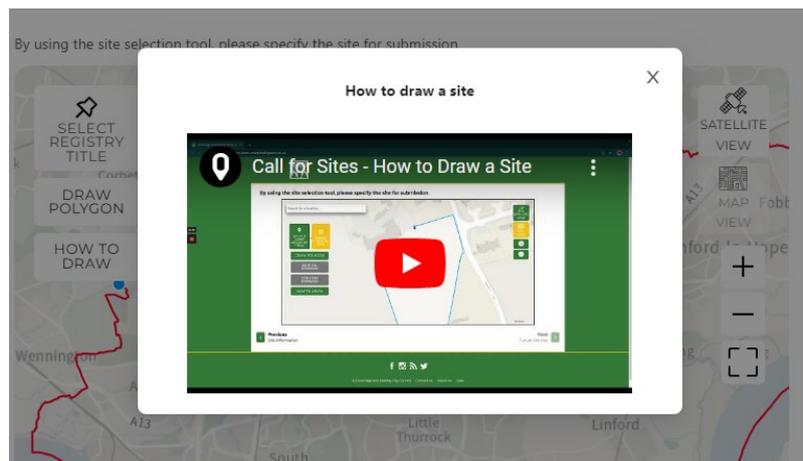
Draw Custom Site

Assuming your site comprises multiple registry titles, you will click on the Draw Custom Site button. A couple of new options come up:



You may notice that Draw Custom Site has now gone dim. This is because it is selected. But Remove Drawing and Confirm Drawing are dim because they are not yet active. If this is confusing, it's just because you can't click on any of the dim buttons.

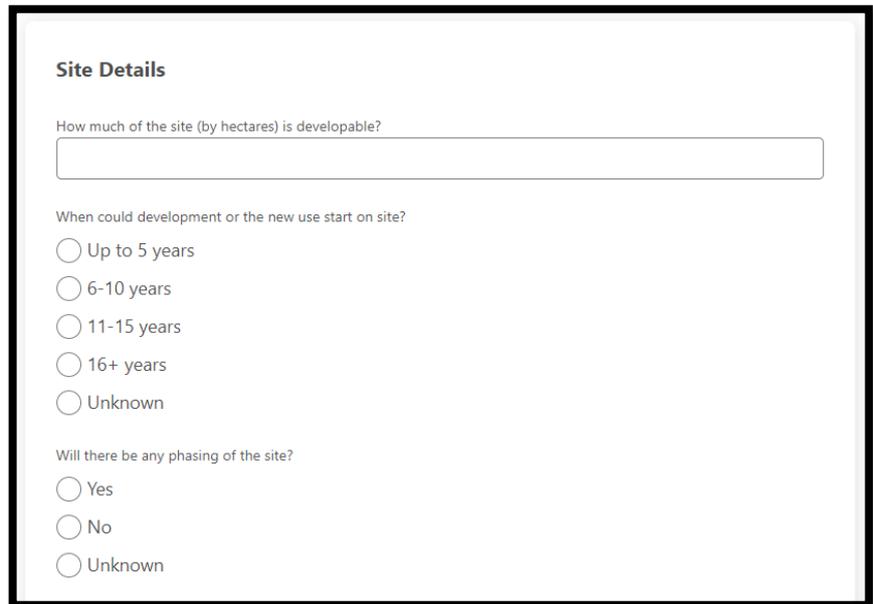
If you click on How To Draw, a very short video will come up which will show you the steps.



Once you have Confirmed your drawing, click on Site Details or the green button at the bottom right.

COMPLETING THE SITE DETAILS

The next page is quite long and I won't reproduce the whole thing here. What I will say is that you may not have the answers to all the questions. Please answer what you can.



Site Details

How much of the site (by hectares) is developable?

When could development or the new use start on site?

Up to 5 years
 6-10 years
 11-15 years
 16+ years
 Unknown

Will there be any phasing of the site?

Yes
 No
 Unknown

At the bottom of the page, you will see a section to upload files. This might be a letter, a prospectus, a survey, or photographs. You can upload .docx, .xlsx, .pdf, .jpg, .png, .jpeg, .webp, .gif, .doc, .xls, or .txt files. The maximum total file size is 32 MB so if there are documents you can't send us, please contact us at localplan@thurrock.gov.uk and we can give you alternate ways to submit files.



Is the site only available from the owner for the use(s) specified?

Yes
 No
 Unknown

Is there any other relevant information?

Yes
 No

Please attach any relevant multimedia. Please note the size limit per upload is 32MB.

 Uploaded Successfully! Upload another? DOCX,XLSX,PDF,...

652021~1.PDF 18.66 MB 

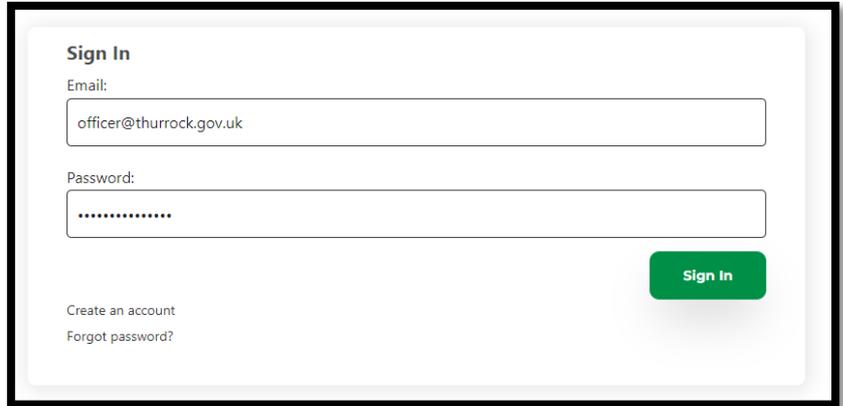
Click on Submit all or the green arrow at the bottom right to submit.

You will then be given the opportunity to submit additional sites. If you are done, you can just close the browser window.

AMENDING A PREVIOUSLY SUBMITTED SITE

You now have the ability to add or change details of your submissions.

When you return to the Call for Sites Portal, you can log straight in.



Sign In

Email:

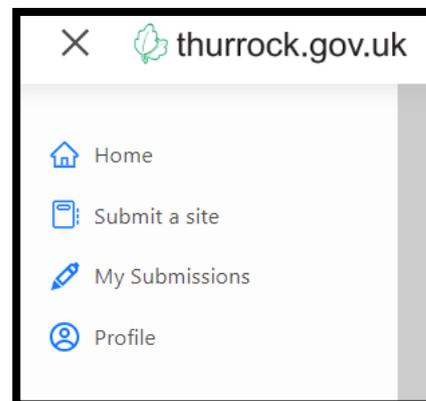
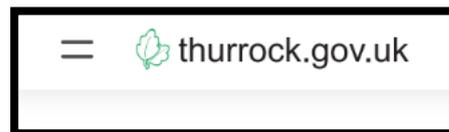
Password:

[Create an account](#)
[Forgot password?](#)

[Sign In](#)

You will be taken to the Privacy Notice. Look in the upper left hand corner of the browser window, find the two lines next to the Thurrock logo.

Click on the two lines to bring down a menu. Click on My Submissions.



This will bring up all the sites you've sent in to us. Notice that you may have multiple pages. Click on View/Amend next to the site you want to update.

You will now be able to move through all the pages of your submissions and make changes as required.

When you get to the end, click on Submit all or the green arrow at the bottom right.

My submissions

Here you can find any of your previous site suggestion submissions.



Event: Call for Sites (22/05/2023-30/04/2024)
19035d28/02/2024 [Download PDF](#) [View/Amend](#)



Event: Call for Sites (22/05/2023-30/04/2024)
c0306621/02/2024 [Download PDF](#) [View/Amend](#)

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As always, if you have any questions, please contact us at localplan@thurrock.gov.uk