

Milton Keynes – Minerals and Waste Local Plan - Call for Sites Consultation

Guidance

Prepared by MKCC Geospatial Team

Date September 2026

Introduction

The Minerals and Waste Local Plan (MWLP) Call for Sites Consultation Map enables Landowners, Site Promoters, Agents, and other Consultees to submit land for consideration through the Call for Sites process.

For the best user experience, Milton Keynes City Council strongly recommends using a desktop or laptop computer rather than a mobile phone when completing a submission. The larger screen size makes it easier to navigate the map, draw site boundaries accurately, complete the Site Details form, and upload supporting documents.

Important Information and Legal Acknowledgement

Upon opening the consultation portal, an information notice will be displayed. Before proceeding, consultees should note that:

- Information submitted through the portal will be managed in accordance with Milton Keynes City Council's Privacy Policy.
- Data collected through this consultation will only be used for the purposes of the Minerals and Waste Local Plan Call for Sites process.
- A guidance document is available to assist consultees with completing submissions and using the map portal.
- Queries relating to the Call for Sites process or operation of the portal can be directed to:
mineralsandwasteplanning@milton-keynes.gov.uk

The mapping portal contains Ordnance Survey data.

©Crown copyright and database rights 2026. Third-party rights to enforce the terms of this licence shall be reserved to Milton Keynes City Council. OS Licence No. 100019593.

To continue, consultees must acknowledge the information notice, the Legal Notice presented by the portal. Once accepted, the portal opens in data capture mode, allowing site boundaries and supporting site information to be recorded.

Draw the Site Area and Record its Mandatory Details

Step 1: Locate Your Site

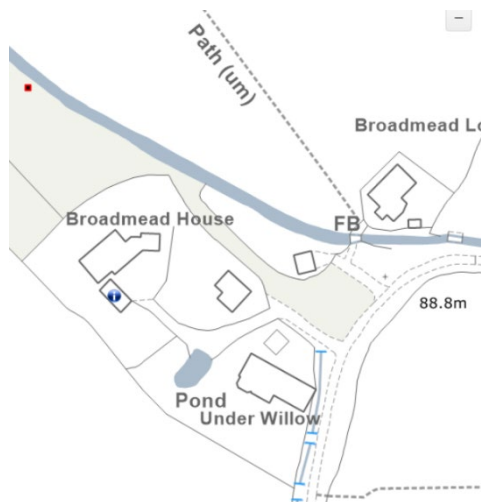
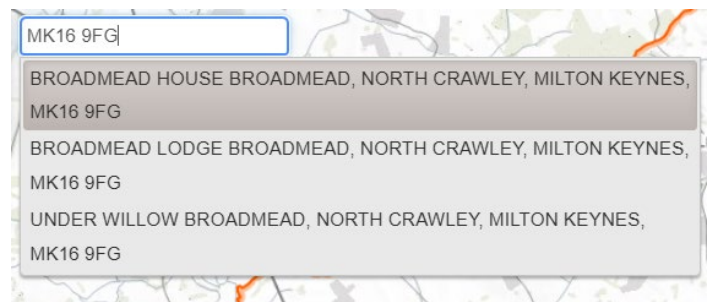
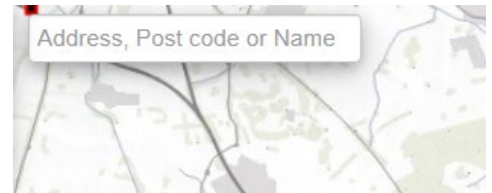
To begin, navigate to the location of the land you wish to submit.

Use the Address, Post Code or Name search box located at the top of the map.

Enter the postcode of the site or a postcode close to the area you wish to promote.

Example: MK16 9FG

As you type, the portal will display matching addresses in a drop-down list. Select your address from the list. The map will automatically zoom to and centre on the selected location.



Using the address search provides the quickest and most accurate way of locating your site.

Step 2: Navigate Around the Map

Once the map has centred on the selected address, use the mouse wheel or map controls to zoom in and out. Move (pan) the map until the site is clearly visible.

Continue zooming until the considered site boundaries and surrounding features can be identified accurately, to support the drawing process.

It is recommended that consultees zoom in sufficiently to ensure an accurate site boundary can be drawn.

Step 3: Draw the Site Boundary

When the map is ready for editing, the cursor will appear as a red square, indicating that the drawing tool is active. To draw your site:

- Click on the map to place the first point.
- Continue clicking around the perimeter of the site. Follow identifiable features such as field boundaries, roads, tracks, hedgerows, property boundaries or watercourses. Each click creates a new vertex of the polygon.
- Continue until the entire site area has been outlined.
- Double-click to complete the polygon. The completed site will be displayed as a shaded polygon on the map.

Good Practice

The boundary should represent the land being promoted through the Call for Sites process as accurately as possible.



Step 4: Adding Additional Land Parcels

Some proposals may comprise more than one parcel of land.

If additional areas form part of the same site proposal and share the same ownership and site information:

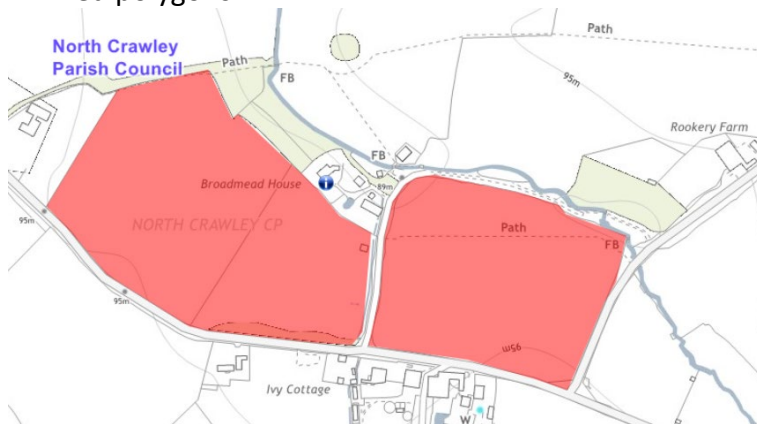
Site Details - all questions are mandatory.

Add polygon

Start over

Polygons: 1

- Select the **Add Polygon** button.
- Draw the second parcel using the same process described above.
- Double-click to complete the polygon. The polygon counter will update to show the number of linked polygons.



Important

All polygons included within the same submission will share a single Site Details record. This means:

- The Site Details information applies to all polygons.
- Ownership information applies to all polygons.
- Supporting documents apply to all polygons.
- The submission will be assessed as a single promoted site, with the MKCC MWLP Officer following up for updates.

When to Submit a Separate Site

A separate submission should be created where:

- Different ownership arrangements exist.
- Different site information applies.
- The sites are unrelated.
- The land parcels should be assessed independently.

*The **Start Over** button can be used to clear all polygons and restart the drawing process if required.*

Step 5: Complete the Site Details Form

Once the site boundary has been drawn, **complete all Site Details questions.**

Information requested includes:

- Contact Details
- Organisation Details
- Site Name
- Site Address
- Land Ownership Details
- Landowner Awareness and Support
- Site Area
- Proposed Mineral or Waste Use
- Additional Supporting Information

Landowner Information

Attention should be paid to landownership questions.

If a consultee is submitting a site on behalf of a landowner, Milton Keynes City Council strongly recommends providing supporting documentation demonstrating authority to act on the landowner's behalf.

Examples include:

- Letters of authority
- Landowner consent forms
- Agent appointment letters
- Title documents
- Other relevant ownership information

Uploading supporting evidence will assist the Minerals and Waste Planning Team during the assessment process.

Step 6: Upload Supporting Documents

Before saving the submission, applicants are encouraged to upload any information that may assist with the assessment of the site. Supporting information may include:

- Technical reports
- Concept plans
- Flood Risk Assessments
- Hydrogeological Assessments
- Noise Assessments
- Air Quality Assessments
- Ecological Surveys
- Transport Assessments
- Economic Viability Assessments
- Operational Viability Reports
- Restoration Concepts
- Landscape Assessments
- Any other relevant supporting evidence

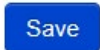
Documents can be uploaded using the **Add Documents** button. Accepted formats include PDF and Image formats, such as .jpg, .png.

Although document uploads are optional, supporting evidence can significantly assist the assessment process.

Step 7: Save Your Submission

After completing all Site Details questions and uploading any supporting documentation:

- Review your submission.
- Click **Save**.



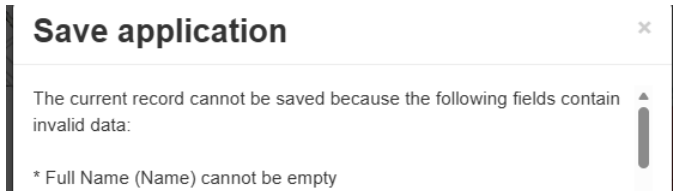
The portal will automatically validate the submission.

Validation Messages

If any mandatory questions have not been completed, the record cannot be saved. A validation message will identify the missing information.

If a validation message appears would look like this:

- Click **OK**
- Review the highlighted field
- Enter the required information



Save application

The current record cannot be saved because the following fields contain invalid data:

* Full Name (Name) cannot be empty

- Save the submission again
 - Repeat this process until all mandatory questions have been completed successfully.
-

Confirmation of Submission

The consultation portal is connected directly to the Call for Sites geospatial database. As a result, consultees will not currently receive a copy of the submitted information once the submission has been saved. We apologise that this functionality is not currently available.

However, provided that:

- No validation errors remain;
- The submission saves successfully; and
- No error messages are displayed,

the information has been securely recorded and will be available to the Minerals and Waste Planning Team in accordance with the consultation timetable.

What Happens After Submission?

Once a submission has been saved successfully:

- The Site Details form will close.
- The polygons drawn during submission will disappear from the public consultation map, in accordance with the Legal notice, to maintain privacy of land ownership and the site details information.
- The map will return to the default Call for Sites screen.
- The site record, polygon data and uploaded supporting documents will be stored within the consultation database.

This is expected behaviour and confirms that the submission has been successfully recorded.

The submitted information will then become available to Milton Keynes City Council's Minerals and Waste Local Plan Officers for review and assessment as part of the Call for Sites process.

Should you have any questions, please contact our team at mineralsandwasteplanning@milton-keynes.gov.uk

Thank you!