

## Site Submission Proforma

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### ➤ Section 1: Contact details and landownership information

For a site to be considered the proforma must:

- Include details of the person submitting the site, the landowner and the appropriate contact
- Be accompanied by a map clearly identifying the boundaries of the site
- Be legible

#### Person submitting the site for consideration

Full name	
Company (if applicable)	
Address	
Telephone number	
Email address	
What is your interest in the land?	

#### Landowner

Full name	
Address (Please note: name and address details must be provided of the landowner(s) to ensure the site is considered to be available).	
Telephone number	
Email address	
Is this person the sole landowner of the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No If you have ticked No please provide additional landowner(s) full name and address details in the box below.
Do all landowners consent to their land being considered?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Additional landowner details

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### Site Promoter

If the site is being promoted by a developer please provide their contact details below.

Full name	
Company	
Address	
Telephone number	
Email address	
Is there an option on this site? If yes please provide details	

### Contact

Please provide the contact details of the person you wish to be kept informed about the site's progress in the HELAA.

Full name	
Company (if applicable)	
Address	
Telephone number	
Email address	

➤ **Section 2: Site Details**

The following information is required in order for the Council to identify the site and to carry out an assessment of the site as part of the HELAA/BLR.

<b>Site details</b>	
Site name (if applicable)	
Site address	
Site postcode	
Estimated site area (hectares)	
Current and previous use of the site	
Is there direct access to the site from the adopted road network? If yes please state the road(s)	
By identifying this site you are giving permission for the Council to access the site to assess its suitability pursuant to Section 324 (1)(a) of the Town and Country Planning Act 1990, as amended. Are there any access issues, if so please provide a contact name and number below?	
Name and telephone number for access	

<b>Planning history</b>	
Does the site have any pending or approved planning applications which include residential development? Please provide the application reference and description of the proposal if applicable.	
Permissioned	
Pending decision	
Not permissioned	

## Potential constraints to development

Are there any environmental, physical or historic features which may constrain the site? By identifying such constraints they may be able to be addressed and development realised sooner than otherwise.

Are there any physical constraints (such as topography, pylons, marshland or access to utilities) that could limit development? If yes please provide further details	
Are there any historic or environmental designations on the site? If yes please provide further details	
Is the land contaminated?	
Are there any covenants on the land which may prevent development? If yes please provide further details	
Are there any other issues that the Council should be made aware of that are not identified above?	
Have any site investigations been undertaken to consider how any of the above constraints can be overcome? If yes please provide further details	

➤ **Section 3: Site Ambition and Availability**

This section informs the Council of the future intentions for the site and the availability of the site for development.

<b>Ambitions for the site</b>	
Please select the proposed uses for the site	
<input type="checkbox"/>	Housing
<input type="checkbox"/>	Gypsy, Traveller or Traveller Showpeople pitches
<input type="checkbox"/>	Employment - Offices
<input type="checkbox"/>	Employment - Industrial
<input type="checkbox"/>	Employment - Warehousing
<input type="checkbox"/>	Retail and/or Leisure
<input type="checkbox"/>	Mixed Uses including residential
<input type="checkbox"/>	Open space
<input type="checkbox"/>	Country Park
<input type="checkbox"/>	Other Mixed Uses (please state)
<input type="checkbox"/>	Other Uses (please state)

Please detail the proposed scale of this development. If mixed development or other uses are proposed please specify what they are.	
If the site is put forward for housing, how many dwellings are proposed?	
If the site is put forward for other uses, how much floorspace and how many units are proposed?	
If the site is proposed for mixed uses what would this consist of?	
Is there potential to provide any community infrastructure or major transport infrastructure as part of the site?	

### Site Availability

It is important to identify sites that can be developed in the long term as well as the short term. This ensures that there is a steady supply of development land for the whole of the plan period.

Please select the timespan within which development could realistically start on the site (taking account of identified constraints, the planning application process and current planning restrictions).

0-5 years

6-10 years

11-15 years

15+ years

If you have selected 0-5 years above please provide further details on what is actively being done to achieve this timeframe. We are asking this to ensure there is a realistic prospect of delivery consistent with the National Planning Policy Framework.

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### Disclaimer

By signing and returning this form you are confirming that the information given is true, complete and accurate. If returned electronically please print your name in the signature box below.

Signed	
Date	