

## **STRATEGIC HOUSING AND EMPLOYMENT LAND AVAILABILITY ASSESSMENT (SHELAA)**

### **SITE SUBMISSION FORM**

*Use a separate form for each site.*

The Council is seeking to identify land that might be suitable for **housing (including gypsy, traveller and travelling showperson's sites) and employment** development. Please complete this form if you wish to have a site assessed for its suitability for development.

All sites submitted will undergo a site visit and submission of this form will be regarded as permission to carry out such a visit unless specifically stated otherwise by the party submitting the site.

#### **Previously submitted sites**

If you have previously submitted your land/site for potential development through the Strategic Housing Land Availability Assessment (SHLAA), or the Strategic Housing land Availability Assessment for Travellers, or the Strategic Employment Land Availability Assessment (SELAA) process, you **STILL** need to complete this form. If you have a site reference number or site address for land which has previously been submitted, please quote that reference/address on the response form and provide details of anything that has changed since you last submitted the site. **If you do not confirm that you still wish for a site to be considered for development, we will have to remove it from the SHELAA database in order to comply with the General Data Protection Regulations.**

If your site is on previously developed land (as defined in the National Planning Policy Framework) and you wish it to be considered for housing development, it will also be automatically considered for inclusion on the Councils Brownfield Land Register in accordance with the Town and Country Planning (Brownfield Land Register) Regulations 2017<sup>1</sup>.

**The SHELAA assessment is an important evidence source to inform plan making, but does not determine whether a site should be taken forward as an allocation in the Local Plan or the relevant Development Plan Document.** This is because not all sites considered in the assessment will be suitable for development (e.g. because of policy/physical constraints or if they are unviable). It is the role of the assessment to provide information on the range of sites which are available to meet need, but it is for the development plan itself to determine which of those sites are the most suitable to meet those needs.

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<sup>1</sup> For the purpose of the Brownfield Land Register, other ancillary uses can be included, providing that housing is the main purpose of the development.

## PLEASE COMPLETE YOUR NAME AND CONTACT DETAILS

### YOUR DETAILS:

Name:.....Title:.....

Address.....

Tel No.....Email:.....

### AGENT'S DETAILS: (if applicable)

Agent's Name:.....Title:.....

Address.....

Tel No.....Email:.....

If you are not the landowner\* can you confirm if you have permission from all the relevant landowner(s) to submit their land to the SHELAA? YES / NO

\*Please provide full contact details of any landowner(s) in accordance with question 8.

### 1. What are you submitting your site to be considered for? (Please select one)

a) Housing	b) Employment	c) Gypsy/ Traveller site	d) Travelling Showman's site	e) Mixed-use (please specify uses in Q.4d)

### 2. Site Information (Please include a plan to a scale of 1:1250 showing the exact site location and boundary marked in red)

a) Site address	
b) OS Grid reference	
c) Site area (Hectares)	
d) Net developable area (hectares), excluding principal estate roads, boundary landscaping, balancing ponds etc.(if known)	
e) SHLAA / SELAA Ref (for updates only if previously submitted)	
f) Is the site currently being promoted? If so, by who (e.g. Landowner, Agent; on behalf on a landowner, developer etc).	

### 3. Timescale. When do you consider the site will be available for development?

Within 5 Years	Within 5-10 Years	Within 10-15 years	Beyond 15 years or unknown

### 4. Site Description (Please give as much detail as possible)

a) What is the site's current use?	
b) What was the site's previous use?	
c) Is there any existing development on the site? If yes, please give details.	
d) What is the proposed use of the site (e.g. housing, employment, gypsy and traveller, etc). Is the site proposed to be a single or mixed-use site?	
e) Is the site currently tenanted or leased? If yes, please give details.	
f) Does the site have any past or current planning applications covering it? If yes, please give details, including application numbers if possible.	

### 5. Economic Viability of the Site

a) Is a developer willing to invest in the site? If yes, please give details.	
b) Has a developer already invested in the site? If yes, please give details.	
c) How many dwellings/units/pitches/plots is the developer hoping to develop/provide?	

## 6. Known Site Constraints (Please give as much detail as possible)

a) Are you aware if there are any site contamination issues? If yes, please give details.	
b) Are there any land ownership constraints e.g. Ransom Strips? *Please provide <b>all</b> landowner details in response to question 8.	
c) Do all landowners consent to the development of the site? *Please provide <b>all</b> landowner details in response to question 8.	
d) Does the site have any "bad" neighbouring uses (e.g heavy industry, motorways)? If yes, please give details.	
e) Are you aware of any flooding history on the site (including surface water flooding)? If yes, please give details.	
f) Does the site have any topographical constraints (e.g. severe level changes)? If yes, please give details.	
g) Other known constraints?	

## 7. Site Accessibility

a) Does the site have access to an adopted highway? If yes, please give details.	
b) Is the area serviced by public transport? If yes, please give details.	
c) Does the site have access to utility services? (e.g. gas, electricity, water, sewerage) If yes, please give details.	
d) Are you aware of any restrictive covenants within or adjacent to the site? If yes, please give details.	

8. Please provide details of all relevant landowners.

9. Please indicate why you feel the site is suitable for your proposed use (please set out any additional information you consider relevant, e.g. photos, plans or text)

**Privacy Notice – General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice.**

Under the GDPR and DPA, Ashfield District Council, Urban Road, Kirkby in Ashfield, Nottingham, NG17 8DA is a Data Controller for the information it holds about you. We will use the information provided by you for considering the preparation of development plan documents and/or supplementary planning documents. The lawful basis under which the Council uses personal data for this purpose is Public Task.

Your data will be held indefinitely. Information relating to the site will be deleted once it is completed or has been withdrawn. Subject to some legal exceptions, you have the right to request a copy of the personal information the Council holds about you; to have any inaccuracies corrected; to have your personal data erased; to place a restriction on our processing of your data; to object to processing; and to request your data to be ported (data portability). The information provided by you may also be used for other functions carried out by the Council in accordance with GDPR and DPA. For more information about how the Council may use your data and to learn more about your rights please see the Council's Privacy Statement [www.ashfield.gov.uk/privacy](http://www.ashfield.gov.uk/privacy).

If you have any concerns or questions about how your personal data is processed, please contact the Council's Data Protection Officer at the above address or by email to [dpo@ashfield.gov.uk](mailto:dpo@ashfield.gov.uk). If you are dissatisfied with the Council's response, you can complain to the Information Commissioner's Office in writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone 0303 123 1113 (local rate) or 01625 545 745.

Signed:..... Dated:.....

Name:.....

**PLEASE RETURN THIS FORM, INCLUDING A SITE PLAN (SCALE 1:1250) TO:**

Forward Planning Team,  
Ashfield District Council,  
Urban Road,  
Kirkby-in-Ashfield,  
Nottingham,  
NG17 8DA.

Email: [localplan@ashfield.gov.uk](mailto:localplan@ashfield.gov.uk)

**Telephone:** 01623 457381 or 457382, or 457383