

**Brentwood Borough Council
Housing and Economic Land Availability Assessment (HELAA)**

Site Submission - Guidance Note

The Council is currently updating its housing and economic land availability assessments for the Borough. This update includes a review of previously submitted site information plus a call for new sites, which will also be assessed as part of the HELAA process. The HELAA forms a key component of the evidence base to underpin policies in the new Local Plan for housing and economic development, including supporting the delivery of land to meet identified need for these uses.

Importantly, if you have previously submitted a site for inclusion during the local plan making process please complete a new form. This form should detail up-to-date information on the suitability, availability and achievability of sites and to confirm site boundaries (please state the previous SHLAA/Local Plan Reference if known).

It is important to note that the identification of a site at this stage does not guarantee that it will be allocated for residential development or that planning permission would be granted. Not all sites considered in the assessment will be suitable for development, due to policy constraints, viability and other considerations.

Data Protection

Data Protection Statement: This information is collected by Brentwood Borough Council as data controller in accordance with the data protection principles in the Data Protection Act 1998. The purposes for collecting this data are:

- to assist in plan making;
- to contact you, if necessary, regarding the answers given on this form, and
- to keep you informed of progress with plan making.

The data relating to specific sites (excluding your contact details) will be made public as it will form part of the evidence base used to inform the creation of planning policy documents. The above purposes may require public disclosure of any data received on the form, in accordance with the Freedom of Information Act 2000.

Deadline for Submission

All site submission forms must be completed by 5pm on Monday 8 May 2017 for assessment in the 2017 HELAA. The Council is always open to the submission of sites, and sites submitted after the closing date will be considered in the next review of the HELAA.

General Guidance

- Allocations for any type of land will be considered.
- Please submit one online form per site.
- You will be required to upload a Site Plan in 'Section 2' clearly showing site boundaries and land ownership.
- There is no maximum size of site. The HELAA will consider all sites and broad locations capable of delivering five or more dwellings (net), or economic development on sites of 0.25ha (or 500m² of floor space) and above.
- You do not need to be the owner of the site to put it forward as part of the Call for Sites consideration process.

Guidance for individual sections of the form

1.	<p>Your Details: Please include the details of the person who should be the main contact regarding the site. Note that site submissions cannot be accepted anonymously.</p>
2.	<p>Site Plan: All site submissions should be accompanied by a clear and accurate site plan on an Ordinance Survey map base. This should be at an appropriate scale and must clearly show the location and boundaries of the site edged in red. Where the site has more than one owner, the areas of separate ownership should also be shown in different colours. Please note that the Authority is unable to provide blank maps for this exercise. Section 2 allows you to upload an electronic copy of your site plan and attach it to the online form.</p> <p>Has the site been previously submitted? If you have previously submitted a site for inclusion during the local plan making process please complete a new form, in order to provide up-to-date information on the suitability, availability and achievability of sites and to confirm site boundaries (please state the previous SHLAA/Local Plan Reference if known).</p> <p>Site name & address: If the site does not have a dedicated name, address and/or postcode, please tell us the name that the site is commonly known by and describe the location of the site in as much detail as possible in the site address and Post Code field.</p> <p>Is the site - brownfield, greenfield: If you are unsure whether the existing use of the site is classed as brownfield or greenfield, please leave this blank but describe the current use of the site in as much detail as possible in the fields provided.</p> <p>Is the site - designated Green Belt: If you are unsure if the site is designated as Green Belt please leave blank.</p> <p>Relevant planning history: If known, please indicate whether the site has ever been granted planning permission, or been subject to a planning application.</p> <p>Land Ownership: If you are not the land owner but know their details, please provide this information. If there is more than one site owner, please include any additional contact details.</p>

3.	<p>Type of Future Development: Please indicate all uses that apply and if mixed use indicate percentage of overall site for each use.</p> <p>Self-build & Custom Housebuilding: The Council keeps a register of associations and individuals who wish to acquire serviced plots of land to bring forward self-build or custom house building projects. Please indicate whether or not you consider the site has the potential to deliver self-build or custom housing. This information enables us to monitor demand and plot availability for such projects.</p>
4.	<p>Site Suitability: To the best of your knowledge, please indicate whether the site is affected by any of the designations listed by selecting the appropriate option and providing any details you may have about this restriction. If any of these constraints apply, please explain how these could be mitigated against.</p> <p>If you believe that the site is affected by any constraints which are not listed, please include these in the appropriate field.</p>
5.	<p>Site Availability: As per form</p>
6.	<p>Market Interest: As per form</p>
7.	<p>Site Achievability: As per form</p>
8.	<p>Any Other Information: As per form</p>

If you require any further assistance in completing the online form or wish to discuss any issue in relation to the Call for Sites process or HELAA, please telephone Brentwood Borough Council on (01277) 312500 or email planning.policy@brentwood.gov.uk