

## **Guidance Notes for Brownfield Land Register Call for Sites**

### **SITE CRITERIA**

In accordance with the regulations, sites should ideally be 0.25 hectares or larger, or capable of providing at least 5 dwellings.

### **COMPLETING THE FORM**

#### **SECTION 1: CONTACT DETAILS**

Complete with as much information as possible. If we need additional information in relation to the site we will use the contact details provided within this section.

#### **SECTION 2: SITE DETAILS & OWNERSHIP**

This section should contain the address of the land or if unknown a description of the land, i.e. land adjacent to..., land to the east of...., etc.

Site submissions **MUST** include a map, plan or aerial photograph accurately showing the site's boundaries. If the area of land suitable for development is different to the whole site please also indicate clearly the boundaries of the area suitable for development. If you do not have a map you can create one using a service recommended on the Planning Portal [https://www.planningportal.co.uk/homepage/4/buy\\_a\\_plan](https://www.planningportal.co.uk/homepage/4/buy_a_plan).

Please provide as much detail as you can of the site details. If you are the owner of the site and have submitted the site we only need this information once (section 1).

#### **SECTION 3: DEVELOPMENT CONSTRAINTS**

Please provide as much information as possible about any constraints on the site, within the boxes outlined. We may need to contact you if clarity is needed around any of the answers, particularly to understand any potential ownership issues.

If there are any changes to a site following its submission please also let us know.

#### **SECTION 4: AVAILABILITY AND ACHIEVABILITY**

This section requires details of the site ownership, if in multiple ownership (as applicable) and to ascertain whether all the owners are in agreement with the land being promoted for development. If the site is currently being marketed and if there is current interest in the site, we'd also like to hear about this.

We also need to understand when the site might be available for development within the time bands provided, i.e. 1-5 years, 6-10 years, 11-15 years, and 15+ years and potentially how long it would take to develop the site once work had commenced.

#### **SECTION 5: ADDITIONAL INFORMATION**

Use this section to provide any additional information you consider relevant to your site submission.

A separate form and map are required for each site being submitted.

## **What happens next?**

Sites put forward which meet the basic criteria will be assessed in terms of whether they are:

- Suitable (meaning that they comply with the local plan and national planning policy framework and do not have an adverse impact on the natural environment and local built environment, including heritage assets)
- Achievable (development is likely to take place within 15 years of the entry date on the register)

**Note: If details of a site are provided it does not automatically mean that it will be added to the register.**