



## Brownfield Site Submission Form

### Guidance Notes - How to submit a site

Please use this 'brownfield site submission form' to suggest sites that Central Bedfordshire Council should consider for residential use for inclusion on the Brownfield Register.

Sites may be submitted for assessment that meets the following requirements:

- NPPF Previously Developed Land definition as set out in Annex 2 of the NPPF <https://www.gov.uk/government/publications/national-planning-policy-framework--2>
  - Capable of accommodating 5 or more dwellings and greater than 0.25ha in size.
  - Available – Sites should be in suitable location for housing<sup>1</sup> and there should be a reasonable prospect the site will be available and that it could be viably developed at the point envisaged. Deliverable sites will be those available for development now and be constructed within five years. Developable sites will be viable sites deliverable within 6 – 10 years.
  - Capable of development - Sites must be suitable for residential use and free from constraints that cannot be mitigated.
- \* Sites that have an extant planning permission for housing do not need to be assessed against the criteria as they have already been considered suitable for housing and will be automatically added to the register.

In completing your form:

- Use a separate submission form for each site proposed. Only information supplied on a form can be considered though additional supplementary information may be provided in addition.
- Submit sites that are likely to become available (deliverable or developable) within a 10 year timeframe.
- Attach a map (at an appropriate scale) outlining the precise boundaries of the whole site and the area suitable for development (if this is less than the whole). An electronic GIS generated plan exported in a .shp file format is preferable. Otherwise a PDF plan using an OS Mastermap base map should be used so that site boundaries can be accurately identified and redrawn into the Council's GIS system. Without this mapped information we are unable to consider the site for assessment.
- Complete the form as comprehensively as possible.
- You must give your name and contact details for your site to be considered.
- Sites may be submitted at any point during the year.

#### DATA PROTECTION STATEMENT AND FREEDOM OF INFORMATION ACT 2000

The information collected in this response form will be used by Central Bedfordshire Council in relation to the Central Bedfordshire Local Plan and promotion of brownfield sites. Question 1 of the pro forma will be kept confidential but the information given in the remaining questions will be made available to the public in the form of the brownfield register published on the Council's website. By signing and dating below you are accepting this statement and giving permission for Central Bedfordshire Council to hold your details on our database. Please address any questions or requests regarding our data processing practices to [localplan@centralbedfordshire.gov.uk](mailto:localplan@centralbedfordshire.gov.uk).

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<sup>1</sup> 'Suitable location for housing' will be informed by criteria drawn from the NPPF and Local Plan and will form part of the site assessment.

| Contact details |  |
|-----------------|--|
| Q1.1            | <b>Please provide your contact details:</b>  |
|                 | Title  |
|                 | First Name   |
|                 | Surname  |
|                 | Organisation (if relevant)   |
|                 | Representing (if relevant)   |
|                 | Address  |
|                 | Postal Town  |
|                 | Postcode   |
|                 | Telephone  |
|                 | Fax  |
|                 | E-mail   |
|                 | <b>Signed</b><br>(by ticking this box you will be electronically signing this application) |
| <b>Date</b>     |  |

| Your details |   |
|--------------|---|
| Q2.1         | <b>You (your client) are:</b>                               |
|              | <input type="checkbox"/> A private landowner                |
|              | <input type="checkbox"/> A public land-owning body          |
|              | <input type="checkbox"/> A registered social landlord       |
|              | <input type="checkbox"/> A land agent                       |
|              | <input type="checkbox"/> A developer                        |
|              | <input type="checkbox"/> Other<br>If other, please specify: |

| Site location |  |
|---------------|--|
| Q3.1          | <b>Please provide details about the site location:</b> |
|               | Site name<br>(Is the site known by a particular name?) |
|               | Site address   |
|               | Site postcode  |
|               | Site co-ordinates                                      |

| Site details |   |
|--------------|---|
| <b>Q4.1</b>  | <b>Please provide information about the site area:</b>  |
|              | Whole site: (in hectares)   |
|              | Area suitable for development: (in hectares)  |
|              | How many residential dwellings can the site accommodate?  |
| <b>Q4.2</b>  | <b>What is the previous or current use of the site? (please select all that apply)</b>                            |
|              | <input type="checkbox"/> Housing  |
|              | <input type="checkbox"/> Employment   |
|              | <input type="checkbox"/> Other commercial<br>If other commercial, please state.                                   |
|              | <input type="checkbox"/> Gypsy and Traveller or Travelling Showpeople pitches                                     |
|              | <input type="checkbox"/> Waste or minerals site   |
|              | <input type="checkbox"/> Vacant/Derelict site   |
| <b>Q4.3</b>  | <b>What is the proposed use for the site?</b><br>(Should be residential for inclusion on the Brownfield Register) |
| <b>Q4.4</b>  | <b>What is the relevant planning history including any current planning permission?</b>                           |

| Constraints  |  |
|--|--|
| <b>Q5 To the best of your knowledge, are there any constraints that might prevent the site from being developed? Please provide details.</b> |  |
| <b>Q5.1</b> Access difficulties e.g. ransom strips or highways   |  |
| <b>Q5.2</b> Planning policies  |  |
| <b>Q5.3</b> Tree cover   |  |
| <b>Q5.4</b> Topography   |  |

|  |  |
|--|--|
| <b>Q5.5</b> Local character  |  |
| <b>Q5.6</b> Ownership issues   |  |
| <b>Q5.7</b> Legal issues e.g. covenants  |  |
| <b>Q5.8</b> Contamination/ pollution   |  |
| <b>Q5.9</b> Amenity issues e.g. noise, smell, dust   |  |
| <b>Q5.10</b> Environmental designation   |  |
| <b>Q5.11</b> Flood Risk  |  |
| <b>Q5.12</b> Infrastructure/ utility requirements  |  |
| <b>Q5.13</b> Market viability  |  |
| <b>Q5.14</b> Other considerations (please specify)   |  |
| <b>Q5.15</b> Do you believe that constraints on the site could be overcome? If so, please provide details. |  |

| Phasing                  |   |
|--------------------------|---|
| <b>Q7.1</b>              | <b>Is the site owned by a developer?</b>  |
| <input type="checkbox"/> | Yes   |
| <input type="checkbox"/> | No  |
| <b>Q7.2</b>              | <b>Is the site under option to a developer?</b>   |
| <input type="checkbox"/> | Yes   |
| <input type="checkbox"/> | No  |
| <b>Q7.3</b>              | <b>Please indicate the likely time scale for the commencement of development on the site.</b> |
| <input type="checkbox"/> | 0-5 years   |
| <input type="checkbox"/> | 5-10 years  |
| <b>Q7.4</b>              | <b>Once work has commenced, how many years would it take to complete?</b>                     |
| <input type="checkbox"/> | 0-5 years   |
| <input type="checkbox"/> | 5-10 years  |
| <input type="checkbox"/> | More than 10 years  |

Thank you, please send your completed forms to the Strategic Planning Team  
 By email: [localplan@centralbedfordshire.gov.uk](mailto:localplan@centralbedfordshire.gov.uk)  
 Or by post:  
 Call for Sites  
 Strategic Planning Team  
 Central Bedfordshire Council  
 Priory House Monks Walk  
 Chicksands Shefford  
 SG17 5TQ