# HELAA – Submission Form and Guidance Notes

This form can be used to submit or update details of land on the Council’s register of land available for development. The notes below provide a guide to the information required and what types of sites will be included.

## What types of land uses are being assessed?

**Housing:** The Council is interested in market housing and also interested in sites suitable in whole or part for:

* Affordable housing
* Supported housing or accommodation for older people
* Sites suitable for self-build plots
* Sites with potential for Gypsies, Travellers or Travelling Showpeople
* Mixed use sites

**Land for economic development**: The Council is interested in sites suitable for offices or business premises/ light industrial (use class B1), land for industrial sites (use class B2) or warehousing (use class B8) and other economic development uses including public and community uses, retail, built leisure and recreation facilities, arts, culture and tourism development.

## Where and what sort of sites are we looking for?

The Call for Sites is not restricted to any particular location; housing sites should be capable of providing at least 5 dwellings and employment sites should be at least 0.25ha (or capable of providing a minimum of 500m2 floorspace).

## What to do next?

Please complete this form fully and accurately as the information provided will be used in appraising the deliverability of sites and may inform subsequent site allocations.

It is not necessary to provide commercially sensitive information but please provide as much detail as possible.

Please note, it may be necessary to make selected information provided on this questionnaire (not contact details) publicly available for the purposes of testing HELAA and other land supply evidence through public examination. Please indicate any information which you do not wish to be released for this purpose.

Once completed, please return:

* By post: Planning Policy, Reigate & Banstead Borough Council, Town Hall, Castlefield Road, Reigate, Surrey, RH2 0SH
* By email: LDF@reigate-banstead.gov.uk

Each submitted form must be accompanied with a map outlining site boundaries, preferably at a scale of 1:1250.

| **Site Information** | |
| --- | --- |
| **Name and address of site** |  |
| **Site area (hectares)** |  |
| **Current land use**  *(please specify if any of these existing uses will be retained)* |  |
| **Known planning history**  *(Please provide details of any planning history which may be relevant to the development potential of the site)* |  |

| **Contact Information** | | |
| --- | --- | --- |
| **Name** |  | |
| **Organisation** *(if applicable)* |  | |
| **Address** |  | |
| **Email** |  | |
| **Telephone** |  | |
| **Your status**  *(please tick/highlight)* | Private individual |  |
| Planning consultant |  |
| Developer |  |
| Land agent |  |
| Other *(please specify)* |  |

|  |  |  |
| --- | --- | --- |
| **Suitability - Proposed Development/Use** | | |
| **Proposed uses and scale of development**  *(Please provide as much detail as possible regarding the density, number of units, mix of unit types/ sizes, amount of commercial floorspace etc.)* | Residential:   * Market * Affordable * Supported housing or accommodation for older people * Sites suitable for self-build plots * Sites with potential for Gypsies, Travellers or Travelling Showpeople |  |
| Employment:   * Offices / light industrial (B1) * Industrial sites (B2) * Warehousing (B8) |  |
| Other economic development uses including:   * Public and community uses * Retail * Built leisure and recreation facilities * Arts * Culture * Tourism |  |
| Mixed use |  |
| Other |  |

|  |  |
| --- | --- |
| **Suitability - Constraints** | |
| **Policy restrictions**  *(Please provide details of policy restrictions which are either directly affect the site or are in close proximity such as Green Belt, heritage assets/conservation areas etc.)* |  |
| **Physical restrictions**  *(Please provide details of any physical issues such as relocation/lack of utilities, unsuitable topography, contamination, dense woodland, waterbodies or surface water)* |  |
| **Access**  *(Please indicate how vehicular and pedestrian access would be achieved, including whether access would be reliant on a private or unadopted road)* |  |

| **Availability - Landownership** | | |
| --- | --- | --- |
| **Are you (or do you represent) the/a landowner for the site?** | Yes |  |
| No |  |
| **Is the freehold of the site owned by a single landowner or multiple landowners?**  *(If multiple, please state the total number of landowners)* |  | |
| **Landowner Details**  *(If you are not the landowner, or if the site is in multiple ownership, please provide the name and contact details of landowner/s).* | *Please Note: Responses which simply state “C/O Agent” may result in sites being considered not available* | |
| **Are there any legal constraints/covenants which would prevent development of the site?** *(If yes, please give details and describe any progress in overcoming this constraint)* |  | |
| **Is any third party land required to obtain access to, or enable development of the site?**  *(If yes, please give details and any describe any progress in overcoming this constraint)* |  | |
| **Is the site currently subject to any leasehold interests, occupational tenancies or other third party interests/licences?**  *(If yes, please give details of any upcoming lease events (expiries/breaks) which would enable the site to be developed or give details of any strategy for obtaining vacant possession)* |  | |

| **Availability - Acquisition/Disposal** | | |
| --- | --- | --- |
| **If you are the current landowner, do you intend to develop the site yourself?** | Yes |  |
| No |  |
| **If no:**   1. **What progress has been made in disposal/sale of the site to date?**   *(Please confirm whether any of the following are in progress/in place: marketing, negotiations with prospective purchasers, agreement of terms on options/contracts)*   1. **When do you anticipate completing disposal?**   *(Date or approximate timeframe will suffice)* | a)  *Please Note: You do not need to provide commercially sensitive information but please provide as much detail as possible.* | |
| b) | |

| **Achievability - Delivery** | | |
| --- | --- | --- |
| **If the site was allocated or considered suitable for development, within what broad timescales would you realistically anticipate being able to bringing forward a planning application?** | Within 1 year |  |
| 1-2 years |  |
| 3-5 years |  |
| 5-10 years |  |
| Over 10 years |  |
| **Upon commencement, how long is the anticipated construction programme?** |  | |
| **Will the development be brought forward in a single or multiple phase(s)?**  *(If multiple, please give details)* | Single phase |  |
| Multiple phases |  |
| **Is construction dependent upon other infrastructure works/ developments outside of your control?**  *(If yes, please give details and any anticipated timescales for carrying out these works)* |  | |

|  |  |  |
| --- | --- | --- |
| **Achievability - Viability** | | |
| **Based on the latest information, is development of the site financially viable in current market conditions?** | Yes |  |
| Uncertain |  |
| No |  |
| **Is viability dependent upon negotiating a reduction in affordable housing or other contributions?**  *(If yes, please give any details of anticipated negotiation i.e. no affordable housing, part reduction in affordable housing etc.)[[1]](#footnote-1)* | Yes |  |
| No |  |

**Signature:**………………………………………

**Date:**…………………………………………….

1. For reference, this includes 30% affordable housing on sites of 15 or more net additional units and financial contributions on sites of 1-9 net units and 10-14 net units in accordance with the Affordable Housing SPD. Account should also be taken of likely s106 and CIL contributions depending upon timing. [↑](#footnote-ref-1)