

# PRO FORMA

## Luton Borough Council 'Call for Sites' 2024

### **What is the purpose of this consultation?**

Luton Borough Council is preparing a new Local Plan and is therefore, issuing a 'Call for sites' (12 December 2024 – 7 February 2025) inviting landowners, developers and community groups to promote available land and property which can be used for the future development needs of the town.

In particular, we are interested in land and property opportunities that could help to meet needs for the following uses:-

- Housing
- Affordable Housing
- Custom And Self-Build Housing
- Gypsy and Traveller and Traveller Showpeople (G&T) pitches and plots
- Employment including Commercial, Service, Industrial Land
- Brownfield Land (to be included on the Brownfield Land Register (BLR))
- Tourism, Culture and Leisure
- Biodiversity Net Gain (BNG)
- Nature Recovery (Local Nature Recovery Strategy)
- Renewable Energy (solar, wind, biomass, combined heat and other innovative solutions e.g. geothermal, pumped water and gravity storage)
- Green and Blue Infrastructure (e.g. greenspace and water bodies)

Please fill in the pro forma below as best as you can. It can be used for new sites and/or to update existing sites you may have already submitted for inclusion in the council's land supply, captured in the Strategic Housing Land Availability Assessment (SHLAA).

### **What is the Luton Call for Sites Pro Forma?**

The Call for sites Pro forma is a survey form with a structured series of questions about site ownership, existing and proposed uses, suitability, deliverability (including timescales) and constraints which will allow us to assess any sites potential to be put forward for meeting Luton's future development needs though the new Local Plan.

### **How can I comment on the Luton Call for Sites Pro Forma?**

It is important that you read the separate **Guidance Notes** (found with this pro forma on the [luton.gov.uk/newlocalplan](http://luton.gov.uk/newlocalplan) web page) before completing your site pro forma. You must also review and agree to the **Privacy Notice** (see the end of this pro forma), by ensuring that it is ticked in the **Your Contact Details\*** section further below, to be included with your pro forma return.

You can choose to be kept updated as work on the new Local Plan for Luton progresses.

**\*Note:** we can only process your site pro forma and legally hold your contact details with name, address if you have agreed to the mandatory question regarding the **Privacy Notice**.

Our preference is for submissions to be made using our online Objective portal survey: [luton.objective.co.uk/kse](http://luton.objective.co.uk/kse).

Alternatively, if you cannot use the Objective portal, you can download and provide a completed scanned pro forma which should be emailed to [localplan@luton.gov.uk](mailto:localplan@luton.gov.uk). Or send your printed hard copy response in an envelope to:

**Freepost Luton Borough Council**

**Planning Consultation**

You can also drop the form off at the Council Offices at the town hall marked for the attention of the Planning Policy Team, 2<sup>nd</sup> Floor, Luton Town Hall George Street Luton LU1 2BQ.

Printed forms are available at the Town Hall, libraries and other places, see details online at: [www.luton.gov.uk/newlocalplan](http://www.luton.gov.uk/newlocalplan). You can also email us at [localplan@luton.gov.uk](mailto:localplan@luton.gov.uk) or call 01582 548528 and we can email or post response forms to you.

**A separate form should be completed for each site.**

**Completed forms must be submitted to the Council together with an Ordnance Survey map identifying the site boundaries in red (and if available, any land ownership edged in blue) at an appropriate scale (e.g. 1:2,500).**

Any further detailed information you may wish to supply via email relating to the site and/or potential development proposals would aid the Council in its analysis of your site.

### **How we will use your information**

Your information will be processed and handled in accordance with the council's [Privacy Notice](#) and Planning Service specific [Privacy Notice](#).

Except for personal information\* and any questions ticked as confidential by you on the survey form, all site information submitted via the online portal or otherwise, after processing may be published in preparing our Strategic Housing Land Availability Assessment (SHLAA).

Information provided, including the names/organisations of those making submissions, will also be made publicly available. Submissions cannot be made and will not be accepted anonymously. \*Personal information such as addresses, phone numbers and email addresses will not be made publicly available in accordance with the Privacy Notice (see at the end of this Response form). You are expected to review and agree to the Privacy Notice in order to submit a response.

## YOUR CONTACT DETAILS

|                                  |             |  |
|----------------------------------|-------------|--|
| Name(Required):                  |             |  |
| Company/Organisation (Optional): |             |  |
| Address (Required):              |             |  |
| <div></div>                      |             |  |
| Postcode (Require                | <div></div> |  |
| Telephone (Option                |             |  |
| Email (Required):                |             |  |

Would you like to be notified of future updates on planning policy matters , including a new Local Plan for Luton? Please tick if you wish to be added to our database (Optional).

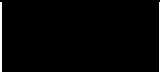
Yes ☐

Please review the **Privacy Notice** and tick that you agree to it in order for us to publish your site information and legally hold your contact/personal details privately which won't be published (Required).

Yes ☐

## CHARACTERISTICS

We are aiming to receive responses from a wide range of people, and would be grateful if you would provide the following information – all questions are optional (and answers will be held in strict confidence):

|                                                                                                                                                                   |                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
|                                                                                                                                                                   | Please tick if prefer not to say? |
| Age:                                                                             | <input type="checkbox"/>          |
| Date of birth:                                                                                                                                                    |                                   |
| What is your gender?:<br>                                                        | <input type="checkbox"/>          |
| Is the gender you identify with the same as your gender registered at birth?<br> | <input type="checkbox"/>          |
| What is your ethnicity?:<br>                                                     | <input type="checkbox"/>          |
| Do you consider you have a disability (please specify)?:<br>                   | <input type="checkbox"/>          |
| What is your sexual orientation?:                                                                                                                                 | <input type="checkbox"/>          |
| What is your religion or belief?:                                                                                                                                 | <input type="checkbox"/>          |
| Are you currently pregnant or on maternity or parental leave?:                                                                                                    | <input type="checkbox"/>          |
| Are you married or in a civil partnership?:                                                                                                                       | <input type="checkbox"/>          |

## STATUS

| <b>TABLE 1: STATUS – please tick all that apply (Required)</b> |                          |
|----------------------------------------------------------------|--------------------------|
| Owner of (all or part of) the site                             | <input type="checkbox"/> |
| Planning Consultant                                            | <input type="checkbox"/> |
| Land Agent                                                     | <input type="checkbox"/> |
| Developer                                                      | <input type="checkbox"/> |
| Community Group                                                | <input type="checkbox"/> |
| Registered Social Housing Provider                             | <input type="checkbox"/> |
| Local Resident                                                 | <input type="checkbox"/> |
| Other (please specify)                                         | <input type="checkbox"/> |

|                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------|
| If other, please specify (Required if applicable)                                                                     |
|                                                                                                                       |
| If acting on behalf of Landowner / developer, please provide client name and address details (Required if applicable) |
|                                                                                                                       |

## DECLARATION

**TABLE 2: DECLARATION (Required): I (or my client)...**

|                                                     |                          |                         |                          |
|-----------------------------------------------------|--------------------------|-------------------------|--------------------------|
| Is sole owner of the site                           | <input type="checkbox"/> | Owns part of the site   | <input type="checkbox"/> |
| Do not own (or hold any legal interest in) the site | <input type="checkbox"/> | Developer owner         | <input type="checkbox"/> |
| Planning consultant                                 | <input type="checkbox"/> | Developer speculative   | <input type="checkbox"/> |
| Developer with an option                            | <input type="checkbox"/> | Local resident          | <input type="checkbox"/> |
| Registered social landlord                          | <input type="checkbox"/> | Amenity/community group | <input type="checkbox"/> |

|                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Other?- please specify (Required if applicable):                                                                                                                 |
|                                                                                                                                                                  |
| If you are not the owner, or own only part of the site, do you know who owns the site or the remainder of it – please provide details (Required if applicable)?: |
|                                                                                                                                                                  |

|                                                                                                  |
|--------------------------------------------------------------------------------------------------|
| <b>TABLE 3: Does the owner (or other owners) support your proposals for the site (Optional)?</b> |
|--------------------------------------------------------------------------------------------------|

|                              |
|------------------------------|
| Yes <input type="checkbox"/> |
|------------------------------|

|                             |
|-----------------------------|
| No <input type="checkbox"/> |
|-----------------------------|

|                                     |
|-------------------------------------|
| Don't Know <input type="checkbox"/> |
|-------------------------------------|

## SITE DETAILS

|                                     |
|-------------------------------------|
| Site Address / location (Required): |
|-------------------------------------|

|                           |
|---------------------------|
| Site Postcode (Required): |
|---------------------------|

|                  |
|------------------|
| UPRN (Optional): |
|------------------|

|                               |
|-------------------------------|
| OS Grid reference (Optional): |
|-------------------------------|

|                                           |
|-------------------------------------------|
| Whole Site area Ha (hectares) (Required): |
|-------------------------------------------|

|                                                 |
|-------------------------------------------------|
| Developable Site Area Ha (hectares) (Required): |
|-------------------------------------------------|

|                                           |
|-------------------------------------------|
| Previously Develop Land (PDL) (Optional): |
|-------------------------------------------|

|                                                                                  |
|----------------------------------------------------------------------------------|
| PDL Vacant or occupied – describe uses % on site and % of occupancy? (Optional): |
|----------------------------------------------------------------------------------|

|                              |
|------------------------------|
| Greenfield Land? (Optional): |
|------------------------------|

|                                 |
|---------------------------------|
| Mix PDL/Greenfield? (Optional): |
|---------------------------------|

|                                                        |
|--------------------------------------------------------|
| Existing trees or other landscape features (Optional): |
|--------------------------------------------------------|

|                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Please attach a location plan ideally using an Ordnance Survey base, or sketch sufficient to clearly identify the land, showing site boundaries and any existing or proposed access to the site (if known) (Required).</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## PLANNING HISTORY

|                                                                         |
|-------------------------------------------------------------------------|
| <b>Planning History (Optional)</b>                                      |
| Is there any planning history associated with the site?                 |
|                                                                         |
| Has pre-application meeting been undertaken or scheduled, if so, when ? |
|                                                                         |
| In either case - please provide details.                                |
|                                                                         |

## CONFIDENTIALITY

**TABLE 4: Confidentiality** If applicable - please select/tick if Pre-Application information can be made public? (Required).

|     |                          |
|-----|--------------------------|
| Yes | <input type="checkbox"/> |
| No  | <input type="checkbox"/> |

## AVAILABILITY

**TABLE 5: Availability - Do you know of any ownership or legal constraints which may affect the development of the site? (Please select all that apply) (Optional)**

|                                                                   |                          |
|-------------------------------------------------------------------|--------------------------|
| Ransom strips                                                     | <input type="checkbox"/> |
| Tenancies                                                         | <input type="checkbox"/> |
| Leasehold                                                         | <input type="checkbox"/> |
| Covenants                                                         | <input type="checkbox"/> |
| None                                                              | <input type="checkbox"/> |
| Must land off-site be acquired to develop the site?               | <input type="checkbox"/> |
| Are there any current uses which need to be relocated?            | <input type="checkbox"/> |
| Is the site owned by a developer or is the owner willing to sell? | <input type="checkbox"/> |
| Other                                                             | <input type="checkbox"/> |

For any of the reasons selected above, please provide further details where available (particularly if other is selected):

Please provide details of how the above constraints can be overcome (continue on a separate sheet if necessary).

## Housing Delivery Trajectory

If you consider that the site could become available for development within the next 5 years, please provide an accurate trajectory clearly stating the expected number of houses to be delivered before **31<sup>st</sup> March** for each of the following periods (Required if applicable):

| <b>TABLE 6: Year 1- 5</b> | <b>Year</b>      | <b>Units</b> |
|---------------------------|------------------|--------------|
| <b>1</b>                  | <b>2024-2025</b> |              |
| <b>2</b>                  | <b>2025-2026</b> |              |
| <b>3</b>                  | <b>2026-2027</b> |              |
| <b>4</b>                  | <b>2027-2028</b> |              |
| <b>5</b>                  | <b>2028-2029</b> |              |

**If your trajectory extends beyond 5 years to years 6-10** If you consider the site is developable include estimated dwellings for each year or zero where applicable (Required if applicable).

| <b>TABLE 7: Year 6- 10</b> | <b>Year</b>      | <b>Units</b> |
|----------------------------|------------------|--------------|
| <b>6</b>                   | <b>2029-2030</b> |              |
| <b>7</b>                   | <b>2030-2031</b> |              |
| <b>8</b>                   | <b>2032-2033</b> |              |
| <b>9</b>                   | <b>2033-2034</b> |              |
| <b>10</b>                  | <b>2034-2035</b> |              |

**If your trajectory extends beyond 5 years to years 11-15** Enter dwelling numbers in each year or zero as applicable (Required if applicable).

| <b>TABLE 8: Year 11- 15</b> | <b>Year</b>      | <b>Units</b> |
|-----------------------------|------------------|--------------|
| <b>11</b>                   | <b>2035-2036</b> |              |
| <b>12</b>                   | <b>2036-2037</b> |              |
| <b>13</b>                   | <b>2037-2038</b> |              |
| <b>14</b>                   | <b>2038-2039</b> |              |
| <b>15</b>                   | <b>2039-2040</b> |              |

**Or in the longer term please provide trajectory period and the reasons for delivery at this timescale** - please provide a trajectory or zero where applicable and the reasons for delivery at this timescale further below (Required if applicable).

| <b>TABLE 9: Year</b> | <b>Year</b>      | <b>Units</b> |
|----------------------|------------------|--------------|
| <b>16</b>            | <b>2040-2041</b> |              |
| <b>17</b>            | <b>2041-2042</b> |              |
| <b>18</b>            | <b>2042-2043</b> |              |
| <b>19</b>            | <b>2043-2044</b> |              |
| <b>20</b>            | <b>2044-2045</b> |              |

Reasons for Housing trajectory timescales (Required):

**TABL10: Housing development proposed uses (please tick/select all that apply) (Required if applicable)**

|                                   |                          |                                    |                          |
|-----------------------------------|--------------------------|------------------------------------|--------------------------|
| Housing (C3 use)                  | <input type="checkbox"/> | Housing C3 Extra Care/Sheltered?   | <input type="checkbox"/> |
| Residential institutions (C2 use) | <input type="checkbox"/> | Plots for custom/self-build        | <input type="checkbox"/> |
| Older people                      | <input type="checkbox"/> | Student accommodation              | <input type="checkbox"/> |
| Community – Led or Cohousing      | <input type="checkbox"/> | Gypsy and Travellers or Showpeople | <input type="checkbox"/> |
| Exception site                    | <input type="checkbox"/> | Solely Build for Rent              | <input type="checkbox"/> |
| Homeless - supported housing      | <input type="checkbox"/> | Temporary accommodation            | <input type="checkbox"/> |

**Potential capacity (number of units/density) where known**

Net dwellings is gains minus losses of any existing on site. Net Area Ha generally refers to a specific land area devoted to residential purposes while gross density refers to other non-residential land uses including parks and streets. Specify all numbers and types of housing that apply, separately below under 'Number of units by tenure/dwelling types/mix (Optional)'.

|                     |  |
|---------------------|--|
| Units Gross         |  |
| Area Ha. Gross      |  |
| Gross dwellings/Ha. |  |
| Units Net           |  |
| Area Ha. Net        |  |
| Net dwellings/Ha.   |  |

|                                                                                                                                     |  |
|-------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Number of units by tenure/dwelling types/mix C3 Housing</b>                                                                      |  |
| <b>C3 Market Homes (Optional)</b>                                                                                                   |  |
| Flats                                                                                                                               |  |
| Dwellings                                                                                                                           |  |
| Beds spaces                                                                                                                         |  |
| <b>C3 Extra Care/sheltered (Optional)</b>                                                                                           |  |
| Flats                                                                                                                               |  |
| Dwellings                                                                                                                           |  |
| Bed spaces                                                                                                                          |  |
| <b>Affordable Intermediate Sale (Optional))</b>                                                                                     |  |
| Flats                                                                                                                               |  |
| Dwellings                                                                                                                           |  |
| Bed spaces                                                                                                                          |  |
| <b>Affordable Intermediate Shared Ownership (Optional))</b>                                                                         |  |
| Flats                                                                                                                               |  |
| Dwellings                                                                                                                           |  |
| Bed spaces                                                                                                                          |  |
| <b>Affordable Intermediate rent (Optional))</b>                                                                                     |  |
| Flats                                                                                                                               |  |
| Dwellings                                                                                                                           |  |
| Bed spaces                                                                                                                          |  |
| <b>Social rent</b> - a type of low-cost rental housing with rent levels based on a formula set by the government <b>(Optional))</b> |  |
| Flats                                                                                                                               |  |
| Dwellings                                                                                                                           |  |
| Bed spaces                                                                                                                          |  |
| <b>Custom/self-build rent (Optional)</b>                                                                                            |  |
| Flats                                                                                                                               |  |
| Dwellings                                                                                                                           |  |
| Bed spaces                                                                                                                          |  |
| <b>First home (Optional)</b>                                                                                                        |  |
| Flats                                                                                                                               |  |
| Dwellings                                                                                                                           |  |
| Bed spaces                                                                                                                          |  |
| <b>C2 Nursing home/institutional care (Optional)</b>                                                                                |  |
| Establishments                                                                                                                      |  |
| Bed spaces                                                                                                                          |  |

|                                                        |  |
|--------------------------------------------------------|--|
| <b>Gypsy &amp; Travellers and Traveller Showpeople</b> |  |
| <b>Gypsy &amp; Traveller (Optional)</b>                |  |
| Number of Pitches                                      |  |
| Number of Sites                                        |  |
| Site area Ha.                                          |  |
| <b>Traveller Showpeople (Optional)</b>                 |  |
| Number of Plots                                        |  |
| Number of Yards                                        |  |
| Site/Yard area Ha.                                     |  |

|                                                                |  |
|----------------------------------------------------------------|--|
| <b>Tourism, Culture or Leisure</b>                             |  |
| Specify Type/ Description (including if mixed use) (Optional). |  |
| Proposed use(s)                                                |  |
| Greenfield (Ha/Sqm)                                            |  |
| PDL Ha/Sqm)                                                    |  |
| Mix Use (Ha/Sqm)                                               |  |

|                                                               |  |
|---------------------------------------------------------------|--|
| <b>Biodiversity Net Gain</b>                                  |  |
| <b>On-site</b> proposed for Biodiversity Net Gain (Optional)  |  |
| Site Area Ha./Sqm                                             |  |
| % Existing grassland                                          |  |
| % Existing hedgerow or treeline                               |  |
| % Existing Watercourse (rivers and streams)                   |  |
| % Created grassland                                           |  |
| % Created Hedgerow or treeline                                |  |
| % Created Watercourses (rivers and streams)                   |  |
| <b>Off-site</b> proposed for Biodiversity Net Gain (Optional) |  |
| Site Area Ha./Sqm                                             |  |
| % Existing grassland                                          |  |
| % Existing hedgerow or treeline                               |  |
| % Existing Watercourse (rivers and streams)                   |  |
| % Created grassland                                           |  |
| % Created Hedgerow or treeline                                |  |
| % Created Watercourses (rivers and streams)                   |  |

|                                                                                                               |                          |
|---------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>Wildlife site for nature recovery?</b>                                                                     |                          |
| Site proposed to contribute towards local nature recovery, including strategic and cross boundary (Optional). |                          |
| Local wildlife site opportunity                                                                               |                          |
| Strategic wildlife site opportunity                                                                           |                          |
| If yes to either of the above - please provide sites area (Optional)                                          |                          |
| Proposed site area Ha.                                                                                        |                          |
| Site intended as a Habitat Bank?                                                                              |                          |
| Yes                                                                                                           | <input type="checkbox"/> |
| No                                                                                                            | <input type="checkbox"/> |

|                                                                        |                          |                                                                                 |                          |
|------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------|--------------------------|
| <b>TABLE 11: EMPLOYMENT &amp; SERVICES</b>                             |                          |                                                                                 |                          |
| <b>Class E Commercial Business &amp; Services (a) – (g)</b>            |                          |                                                                                 |                          |
| <b>Class E (a)</b><br>[Previously A1 Retail]                           | <input type="checkbox"/> | <b>Class E (b)</b><br>[Previously A2 Food and drink; A3 Restaurants and Cafes]  | <input type="checkbox"/> |
| <b>Class E (c)</b> [Previously A2 Financial and Professional Services] |                          |                                                                                 |                          |
| <b>E (c) (i) financial services</b>                                    | <input type="checkbox"/> | <b>E (c) (ii) professional services</b> (other than health or medical services) | <input type="checkbox"/> |
| <b>E (c) (iii) services appropriate to provide in a</b>                | <input type="checkbox"/> | <b>Class E (d)</b><br>Indoor sport & recreation                                 | <input type="checkbox"/> |

|                                                         |                          |                                                                                   |                          |
|---------------------------------------------------------|--------------------------|-----------------------------------------------------------------------------------|--------------------------|
| <b>commercial,<br/>business or service<br/>locality</b> |                          |                                                                                   |                          |
| <b>Class E (e)</b><br>Medical Services                  | <input type="checkbox"/> | <b>Class (g) i)</b><br>Office                                                     | <input type="checkbox"/> |
| <b>Class (g) ii)</b><br>Research &<br>Development       | <input type="checkbox"/> | <b>Class (g) ii)</b><br>Industrial process<br>(suitable in a<br>residential area) | <input type="checkbox"/> |
| <b>Class (f)</b><br>Creche, Day Centre,<br>Nursery      | <input type="checkbox"/> |                                                                                   |                          |

|                                                                                                                                          |  |
|------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Employment &amp; Commercial Services - please provide gross figures and if available, net figures (i.e. gross gains minus losses)</b> |  |
| <b>Class E (a) [Previously A1 Retail].</b>                                                                                               |  |
| Proposed Land Gross Ha (Required)                                                                                                        |  |
| Proposed Floorspace Gross Sqm (Required)                                                                                                 |  |
| Proposed Land Net Ha (Optional)                                                                                                          |  |
| Proposed Floorspace Net Sqm (Optional)                                                                                                   |  |
| <b>Class E (b) [Previously A2 Food &amp; Drink; A3 Restaurants &amp; Cafes].</b>                                                         |  |
| Proposed Land Gross Ha (Required)                                                                                                        |  |
| Proposed Floorspace Gross Sqm (Required)                                                                                                 |  |
| Proposed Land Net Ha (Optional)                                                                                                          |  |
| Proposed Floorspace Net Sqm (Optional)                                                                                                   |  |
| <b>Class E (c) (i) Financial Services.</b>                                                                                               |  |
| Proposed Land Gross Ha (Required)                                                                                                        |  |
| Proposed Floorspace Gross Sqm (Required)                                                                                                 |  |
| Proposed Land Net Ha (Optional)                                                                                                          |  |
| Proposed Floorspace Net Sqm (Optional)                                                                                                   |  |
| <b>Class E (c) (ii) Professional Services (other than health or medical).</b>                                                            |  |

|                                                                                                   |  |
|---------------------------------------------------------------------------------------------------|--|
| Proposed Land Gross Ha (Required)                                                                 |  |
| Proposed Floorspace Gross Sqm (Required)                                                          |  |
| Proposed Land Net Ha (Optional)                                                                   |  |
| Proposed Floorspace Net Sqm (Optional)                                                            |  |
| <b>Class E (c) (ii) Professional Services (other than health or medical).</b>                     |  |
| Proposed Land Gross Ha (Required)                                                                 |  |
| Proposed Floorspace Gross Sqm (Required)                                                          |  |
| Proposed Land Net Ha (Optional)                                                                   |  |
| Proposed Floorspace Net Sqm (Optional)                                                            |  |
| <b>E (c) (iii) Services appropriate to provide in a commercial, business or service locality.</b> |  |
| Proposed Land Gross Ha (Required)                                                                 |  |
| Proposed Floorspace Gross Sqm (Required)                                                          |  |
| Proposed Land Net Ha (Optional)                                                                   |  |
| Proposed Floorspace Net Sqm (Optional)                                                            |  |
| <b>Class E (d) Indoor Sport &amp; Recreation.</b>                                                 |  |
| Proposed Land Gross Ha (Required)                                                                 |  |
| Proposed Floorspace Gross Sqm (Required)                                                          |  |
| Proposed Land Net Ha (Optional)                                                                   |  |
| Proposed Floorspace Net Sqm (Optional)                                                            |  |
| <b>Class E (e) Medical Services.</b>                                                              |  |
| Proposed Land Gross Ha (Required)                                                                 |  |
| Proposed Floorspace Gross Sqm (Required)                                                          |  |
| Proposed Land Net Ha (Optional)                                                                   |  |
| Proposed Floorspace Net Sqm (Optional)                                                            |  |
| <b>Class E (g) (i) Office.</b>                                                                    |  |

|                                                     |  |
|-----------------------------------------------------|--|
| Proposed Land Gross Ha (Required)                   |  |
| Proposed Floorspace Gross Sqm (Required)            |  |
| Proposed Land Net Ha (Optional)                     |  |
| Proposed Floorspace Net Sqm (Optional)              |  |
| <b>Class E (g) (ii) Research &amp; Development.</b> |  |
| Proposed Land Gross Ha (Required)                   |  |
| Proposed Floorspace Gross Sqm (Required)            |  |
| Proposed Land Net Ha (Optional)                     |  |
| Proposed Floorspace Net Sqm (Optional)              |  |

|                                                                                     |  |
|-------------------------------------------------------------------------------------|--|
| <b>Class E (g) (iii) Industrial Processes (suitable within a residential area).</b> |  |
| Proposed Land Gross Ha (Required)                                                   |  |
| Proposed Floorspace Gross Sqm (Required)                                            |  |
| Proposed Land Net Ha (Optional)                                                     |  |
| Proposed Floorspace Net Sqm (Optional)                                              |  |
| <b>Class E (f) Creche, Day Centre, Nursery.</b>                                     |  |
| Proposed Land Gross Ha (Required)                                                   |  |
| Proposed Floorspace Gross Sqm (Required)                                            |  |
| Proposed Land Net Ha (Optional)                                                     |  |
| Proposed Floorspace Net Sqm (Optional)                                              |  |

|                                                                    |                          |                                                                    |                          |
|--------------------------------------------------------------------|--------------------------|--------------------------------------------------------------------|--------------------------|
| <b>Employment Industrial &amp; Warehousing B2 to B8 (Optional)</b> |                          |                                                                    |                          |
| B2 (General Industrial) please tick if applicable (Required)       | <input type="checkbox"/> | B8 (Storage and Distribution) please tick if applicable (Required) | <input type="checkbox"/> |
| B2 Giga Factory                                                    | <input type="checkbox"/> | B8 Data Centre                                                     | <input type="checkbox"/> |

|                                                                                                                             |  |
|-----------------------------------------------------------------------------------------------------------------------------|--|
| <b>B2 (General Industrial) - please provide gross figures and if available, net figures (i.e. gross gains minus losses)</b> |  |
| Proposed Land Gross Ha (Required)                                                                                           |  |
| Proposed Floorspace Gross Sqm (Required)                                                                                    |  |
| Proposed Land Net Ha (Optional)                                                                                             |  |
| Proposed Floorspace Net Sqm (Optional)                                                                                      |  |

|                                                                                                                                 |  |
|---------------------------------------------------------------------------------------------------------------------------------|--|
| <b>B8 (Storage and Distribution- please provide gross figures and if available, net figures (i.e. gross gains minus losses)</b> |  |
| Proposed Land Gross Ha (Required)                                                                                               |  |
| Proposed Floorspace Gross Sqm (Required)                                                                                        |  |
| Proposed Land Net Ha (Optional)                                                                                                 |  |
| Proposed Floorspace Net Sqm (Optional)                                                                                          |  |

|                                               |                          |                                             |                          |
|-----------------------------------------------|--------------------------|---------------------------------------------|--------------------------|
| <b>Leisure and other service C1, D1 to D2</b> |                          |                                             |                          |
| C1 (Hotels).                                  | <input type="checkbox"/> | D1 (Non-residential Institutions)*see below | <input type="checkbox"/> |
| D2 (Assembly and Leisure)**see below          | <input type="checkbox"/> |                                             |                          |

|                                   |  |
|-----------------------------------|--|
| <b>C1 (Hotels).</b>               |  |
| Proposed Land Gross Ha (Required) |  |
| Proposed Land Net Ha (Optional)   |  |
| Number of Bedrooms (Optional)     |  |

|                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>D1 (Non-residential Institutions)*</b> e.g. including health centres, clinics, day nurseries/ creches, training or education centres (including schools), art galleries, museums, libraries, halls, churches/ places of worship etc. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                          |  |
|------------------------------------------|--|
| Proposed Land Gross Ha (Required)        |  |
| Proposed Floorspace Gross Sqm (Required) |  |
| Proposed Land Net Ha (Optional)          |  |
| Proposed Floorspace Net Sqm (Optional)   |  |

|                                                                                                                                                                                                  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>D2 (Assembly and Leisure)**</b> e.g. a concert hall, a bingo hall or casino, a dance hall, a swimming bath, skating rink, gymnasium or area for other indoor or outdoor sports or recreation. |  |
| Proposed Land Gross Ha (Required)                                                                                                                                                                |  |
| Proposed Floorspace Gross Sqm (Required)                                                                                                                                                         |  |
| Proposed Land Net Ha (Optional)                                                                                                                                                                  |  |
| Proposed Floorspace Net Sqm (Optional)                                                                                                                                                           |  |

|                                                                                                                    |                          |  |  |
|--------------------------------------------------------------------------------------------------------------------|--------------------------|--|--|
| <b>Mixed Use</b>                                                                                                   |                          |  |  |
| Mixed use?                                                                                                         | <input type="checkbox"/> |  |  |
| <b>Please specify area (Required) and % split of for each proposed use (Please estimate if unknown) (Optional)</b> |                          |  |  |
| Proposed Gross land area Ha. and % split                                                                           |                          |  |  |
| Propose Net floorspace sqm and % split                                                                             |                          |  |  |
| Proposed Gross land area Ha. and % split                                                                           |                          |  |  |
| Propose Net floorspace sqm and % split                                                                             |                          |  |  |

## SUITABILITY

| <b>TABLE 12: Suitability - Please identify if any part of the site is a (please select all that apply):</b> |                          |                                     |                          |
|-------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|--------------------------|
| Special Protection Area                                                                                     | <input type="checkbox"/> | Special Area of Conservation        | <input type="checkbox"/> |
| Ramsar Site                                                                                                 | <input type="checkbox"/> | Site of Special Scientific Interest | <input type="checkbox"/> |
| County Wildlife site                                                                                        | <input type="checkbox"/> | District Wildlife Site              | <input type="checkbox"/> |
| Ancient Woodland                                                                                            | <input type="checkbox"/> | Historic Parks and Gardens          | <input type="checkbox"/> |
| Scheduled Ancient Monument                                                                                  | <input type="checkbox"/> | Local Green Space                   | <input type="checkbox"/> |
| Public Open space                                                                                           | <input type="checkbox"/> | Flood Zone 1                        | <input type="checkbox"/> |
| Flood Zone 2                                                                                                | <input type="checkbox"/> | Flood Zone 3a                       | <input type="checkbox"/> |
| Flood Zone 3b                                                                                               | <input type="checkbox"/> | Other sources of flooding?          | <input type="checkbox"/> |

| <b>TABLE 13: Constraints - To the best of your knowledge, are there any constraints which may prevent or constrain development? (Optional)</b>                    | <b>Yes</b>               | <b>No</b>                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Access issues (limitations or problems relating to site access via the road/transport network)                                                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Contamination / Pollution (unsuitable ground conditions, previous hazardous uses)                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Flood risk (liability of site to flooding)                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Future predicted risk of flooding (taking account of Environment Agency's climate change flood allowances) from rivers, rainfall, surface water and ground water. | <input type="checkbox"/> | <input type="checkbox"/> |
| Heritage assets (listed building, conservation area, archaeological sites)                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Nature conservation (protected species, wildlife sites, nature reserves)                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Physical constraints (topography, ground conditions, trees, other)                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| Utilities infrastructure (electric, gas, water, telecommunications)                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Other e.g. abnormals (please specify)                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Please State Mitigation Required</b> (additional notes about site suitability issues) (Optional):                                                              |                          |                          |

Continued....

## ACHIEVABILITY

| <b>TABLE 14: Achievability - Please tick all that apply (Optional).</b> |                               |                              |
|-------------------------------------------------------------------------|-------------------------------|------------------------------|
| Is the site currently being marketed?                                   | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| Is the total site freehold owned by a developer?                        | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| Is the site in multiple freehold ownership?                             | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| Is the site subject to a lease? If so the duration of the lease?:       | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| Are there any current uses which need to be relocated                   | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| Is the site dependent on other land assembly?                           | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| Is the site under options to a developer?                               | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| Site development mix/density not achievable                             | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| Site need subdivision/phasing?                                          | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| Forward funding finance/infrastructure required?                        | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |

| <b>TABLE 15: When could the site be developed? If unknown please put a best estimate (Required).</b> |                          |
|------------------------------------------------------------------------------------------------------|--------------------------|
| Within 5 years                                                                                       | <input type="checkbox"/> |
| Within 6-11 years                                                                                    | <input type="checkbox"/> |
| Within 11-15 years                                                                                   | <input type="checkbox"/> |
| Beyond 15 years                                                                                      | <input type="checkbox"/> |

|                                                                                                                                                                            |                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Once work has commenced, how many years do you think it would take to complete the site? From start date to finish date (please put in an estimate if unsure) (Optional):- |                          |
| Start                                                                                                                                                                      |                          |
| Finish                                                                                                                                                                     |                          |
| Are there any viability issues which could affect the development? (Optional)                                                                                              |                          |
| Yes                                                                                                                                                                        | <input type="checkbox"/> |
| No                                                                                                                                                                         | <input type="checkbox"/> |
| Don't Know                                                                                                                                                                 | <input type="checkbox"/> |
| If answered yes above, please give details) (Optional)                                                                                                                     |                          |
|                                                                                                                                                                            |                          |

Continued...

**TABLE 16: If any constraints / factors have been identified, are they likely to affect the achievability / timing of the development? (Optional)**

|                                                 |                          |
|-------------------------------------------------|--------------------------|
| None                                            | <input type="checkbox"/> |
| Contamination                                   | <input type="checkbox"/> |
| Demolition                                      | <input type="checkbox"/> |
| Flood Mitigation                                | <input type="checkbox"/> |
| Topography or Ground Condition                  | <input type="checkbox"/> |
| Infrastructure                                  | <input type="checkbox"/> |
| Policy requirements e.g. affordable housing     | <input type="checkbox"/> |
| Rights of Way, easements etc                    | <input type="checkbox"/> |
| Market Sales capacity                           | <input type="checkbox"/> |
| Disposal/sale of other developed land portfolio | <input type="checkbox"/> |
| Other                                           | <input type="checkbox"/> |

If other (please specify) (Optional):

## DELIVERABILITY

Key Stage/activity - where possible, please set out your estimated timescales financial Year and Month for each key stage/activity (where relevant) below:

e.g. Year= 2024/25 Month = 03 (March)

| Stage or activity                                  | Year | Month |
|----------------------------------------------------|------|-------|
| Pre-application discussion                         |      |       |
| Submission of planning application (outline)       |      |       |
| Determination of planning application              |      |       |
| Submission of planning application (full/detailed) |      |       |
| Determination of planning application              |      |       |
| S106 signed/permission issued                      |      |       |
| Landowner/housebuilder (land sale/purchase)        |      |       |
| Housebuilder procurement process                   |      |       |
| Discharge of pre-commencement conditions           |      |       |
| Commencement of construction                       |      |       |
| Completion of first dwelling                       |      |       |
| Completion of last dwelling                        |      |       |

**Deliverability - Stage or Activity dates above known or estimated? (Required)**

|            |                          |
|------------|--------------------------|
| Known      | <input type="checkbox"/> |
| Estimated  | <input type="checkbox"/> |
| Don't Know | <input type="checkbox"/> |

**Estimated rate of development:** This may be from estimated delivery of developers / previous history of developer's track record or any history of barriers / non delivery or labour-force supply.

|  |
|--|
|  |
|--|

Continued...

**Evidence of progress of development:** Has there been any prior surveys carried out on site e.g. ecological, transport, flooding statements or any agreements that will help improve deliverability? Please tick all that apply (Required)

|                                                                                                                  |                          |
|------------------------------------------------------------------------------------------------------------------|--------------------------|
| Yes                                                                                                              | <input type="checkbox"/> |
| No                                                                                                               | <input type="checkbox"/> |
| Don't Know                                                                                                       | <input type="checkbox"/> |
| Pre application meeting                                                                                          | <input type="checkbox"/> |
| S.106 Heads of Terms agreed?                                                                                     | <input type="checkbox"/> |
| S.106 date for Signing?                                                                                          | <input type="checkbox"/> |
| Signed S.106 Agreement?                                                                                          | <input type="checkbox"/> |
| Commencement date condition applied/willing to apply to consent?                                                 | <input type="checkbox"/> |
| Signed Planning Performance Agreement or Delivery Agreement between developer and authority or willing to do so? | <input type="checkbox"/> |

**Please provide details in support of any of above evidence and include comment on intentions even if answered no evidence of progress or don't know (Required)**

## ADDITIONAL COMMENTS

If necessary, please continue on a separate sheet and attach to this form (Optional).

In identifying a site, are you also giving permission for an officer of the council to access the site in order to carry out a site visit (please tick/select below)?

|                         |                          |
|-------------------------|--------------------------|
| Yes                     | <input type="checkbox"/> |
| No                      | <input type="checkbox"/> |
| Don't Know at this time |                          |

**Thank you for your time. We will be in touch if we require any further information.**

## PRIVACY NOTICE

We are committed to protecting your privacy when you use our services. This privacy notice explains how we use your information you and how we protect your privacy.

A planning service specific privacy notice is also included below and explains what we do with your data within the planning service, where it is different to the main policy below. We'll also provide information about who we may share your information with and why.

If you have any concerns or questions about how we look after your personal information, please contact us at [dataprotection@luton.gov.uk](mailto:dataprotection@luton.gov.uk).

**\*Please note:** the above email address is for data protection queries and subject access requests only.

### Data controller

Luton Council  
Luton Council, Town Hall, George Street, Luton, LU1 2BQ

### Data protection officer

Donna McLeod  
Luton Council, Town Hall, George Street, Luton, LU1 2BQ

## Planning Service Privacy Notice

We're committed to protecting your privacy when you use our services. We have a data protection officer who makes sure we respect your rights and follow the law.

If you have any concerns or questions about how we look after your personal information, please contact us at [dataprotection@luton.gov.uk](mailto:dataprotection@luton.gov.uk).

As the planning department for Luton Council, we deal with:

- planning policy
- planning applications (including minerals and waste, listed buildings, trees and high hedges)
- planning enforcement and appeals

## Personal data

Personal data we will hold, include:

- name
- address
- email address
- telephone number

- land ownership/ interest details
- signatures
- special category data (such as health conditions, disabilities, bank statements, tenancy agreements etc.)

We receive application information either directly from the application or via a planning agent on their behalf. Information is provided to us via:

- the Planning Portal
- email
- paper copy
- online form
- direct secure access to our document management system
- consultation portal

We also receive comments, representations, allegations, requests and questions via our online planning register planning consultation portal, email, letter and online forms and payments via the planning portal online payment portal, our own online payment portal, via BACS and cheques. The planning service will also be using a drone to improve our information gathering in the Borough to aide our Planning Enforcement investigations, our assessment of planning applications, our monitoring of developments, existing uses and the survey of sites for the potential for site designation for planning policy purposes.

The planning department your personal data to:

- make decisions and provide advice on planning applications
- make planning policies
- work with neighbouring authorities on strategic policies
- respond to allegations of unlawful development
- monitor development
- enter legal agreements, serve notices and promote the best use of land

## **Lawful basis**

### **Personal data**

Article 6 (c) - processing is necessary for the compliance with a legal obligation to which the controller is subject

Article 6(e) - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

### **Special category data**

Article 9(g) – reasons of substantial public interest (with a basis in law). Condition met under paragraph 6 of Schedule 1 of Data Protection Act 2018 – “statutory etc. and government purposes”.

### **Supporting information**

The Town and Country Planning (Development Management Procedure) (England) Order 2015 requires that public consultation be carried out as part of the decision-making process for planning applications.

The Town and Country Planning (Local Planning) (England) Regulations 2012 set out the procedure for the adoption of a local plan, which too requires various stages of consultation.

To allow us to make decisions, we must be provided with relevant personal data. In a small number of circumstances individuals will provide us with “special category data” in support of their application (e.g. evidence of medical history). Processing of personal data is necessary to allow us to evaluate the impact of any development or policies in the Local Plan when undertaking its planning functions. For example, the address of a representor’s property may be relevant in this context. We are unable to consider the harm or otherwise from a scheme to the representor’s property or amenities where the representation is anonymised and the location of the property is not disclosed.

We are obliged under the regulations to make some information available on our planning register. This is a permanent record of our planning decisions that form part of the planning history of a site, along with other facts that form part of the “land search”.

Your contact details and comment are recorded on our secure planning system. If you have requested to be entirely anonymised, only your comment will be recorded. If you have submitted an anonymous comment, we will not be able to inform you of any committee and/or appeal details.

Information on Planning Enforcement cases will be reviewed case by case to see what can be disclosed to the public. Any data or information that may be used in future formal litigation will be retained and not disclosed under legal privilege.

Any personal and private information obtained by drone use will only be used internally and not shared publicly or externally unless consented by the individual.

Please see the [Planning Advisory Service’s Planning and GDPR guide](#) for more information.

### **Who we share your information with:**

- other teams and services within Luton Council where law permits, or it is necessary to do so
- the Planning Inspectorate
- planning committees
- external consultees (e.g. fire service, water companies, the police, the environment agency, natural England, historic England, active travel England etc.)

### **Why we share your information**

We are obliged to consult within the council, with external agencies and with residents depending on the nature of your application.

We will make details of planning applications available online so that people can contribute their comments, this will include the applicant/agent's name and address.

We apply redactions to personal contact details e.g. telephone numbers, email addresses and signatures from public view. However, we will continue to hold the unredacted version on our planning system and this can be viewed by planning staff when necessary.

**Please note:** agent's details are not normally classed as personal data.

We also redact special category data e.g. supporting statements that include information concerning your health and any information deemed confidential e.g. bank statements, tenancy agreements etc.

We will sometimes need to share the information we have with other teams within the council, to receive comments related to the decision-making process.

If you are submitting supporting information which you would like to be treated confidentially or wish to be specifically withheld from the public register, please label this appropriately. You can do this by contacting [developmentcontrol@luton.gov.uk](mailto:developmentcontrol@luton.gov.uk).

## **Planning Enforcement**

We will keep completely confidential any details received about a planning enforcement complaint, including the details of the person making the complaint.

Further details regarding this is provided in the Council's adopted  [Planning Enforcement Charter](#).

We will update the complainant on process with an enforcement complaint (as per the Planning Enforcement Charter).

## **Any automated decision making or profiling**

None

## **Transfer of data to another country**

No information within planning is transferred to another country. None of the systems we use are hosted abroad.

The majority of personal information is stored on systems in the UK. But there are some occasions where your information may leave the UK either in order to get to another organisation or if it's stored in a system outside of the EU.

We have additional protections on your information if it leaves the UK ranging from secure ways of transferring data to ensuring we have a robust contract in place with any third party who may transfer it out of the EU.

If we need to send your information to an 'unsafe' location we'll always seek advice from the Information Commissioner first.

### **Retention ('how long we keep your information for')**

The data will be kept in accordance with our retention schedule. We only keep information for as long as it is needed. This will be based on either a legal requirement (where a law says we have to keep information for a specific period of time) or accepted business practice.

### **Exercising your rights**

You have the right to ask us to amend or delete your data as well transfer or limit its use.

Each request will be considered individually. Where we are required to keep your data by law, we may be unable to action your request. In all circumstances we will explain our decision making in writing to you.

Please see our main privacy statement using the green button below if you want more information on how:

- we keep your data safe
- to request a change to the records we hold
- to make a complaint