**SELAA site submission form**

If you would like a site to be considered for employment development, **please complete a separate form for each site**.

A detailed SELAA **methodology** has been agreed with the other Greater Nottingham Councils to ensure a consistent approach and to clearly justify any assumptions used. The SELAA methodology report is also available at the following web page:

www.gedling.gov.uk/selaa/

Please note:-

* Submission of this form will be regarded as permission to carry out an assessment and site visit.
* Please provide as much information as you can.
* A map is required for each submitted site.

Please contact us if you have any questions or queries about the SELAA process.

**Contact details**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Agent or person**  **promoting the site** | **Landowner**  **(if known)** | |
| **Name** |  |  | |
| **Company** |  |  | |
| **Address** |  |  | |
| **Telephone** |  |  | |
| **Email** |  |  | |
| **Are you acting with the knowledge of the landowner?** | | **Yes** | **No** |

If you are not acting with the knowledge of the landowner, the Borough Council will contact the landowner to establish their intentions for the site.

**Site information**

|  |  |
| --- | --- |
| **Site name**  (e.g. Land to the West of Smith Street) |  |
| **Address** |  |
| **How big is the site?** (hectares) |  |

**Site description**

|  |  |  |
| --- | --- | --- |
| **What is the site currently used for?**  If vacant, what was the site previously used for? |  | |
| **What are the neighbouring uses?** |  | |
| **Are there any existing buildings on the site?**  If so please give as many details as possible. |  | |
| **What type of development is proposed?**  Please indicate the type of employment that could be built such as office, industrial or warehousing or a mix of these. If other non-employment uses are also sought for example housing, please give as much information about these other uses as possible. | **Employment** | **Other Uses** |
|  |  |
| **Developable area** (hectares) if known |  |  |
| **Are you aware of any previous planning applications for this site?**  Please provide as much detail as possible including reference numbers. |  | |

**Site constraints**

|  |  |
| --- | --- |
| **Are there any heritage assets on site or nearby?**  Such as Conservation Areas and Listed Buildings. |  |
| **Are there any ecology designations on site or nearby?**  Such as Local Wildlife Sites and Local Nature Reserves. |  |
| **Are there any flooding issues on site or nearby?** |  |
| **Are you aware of any contamination issues with the site?**  The current or previous use may provide a guide for this. |  |
| **Are there any known ownership or legal issues with the site?**  Such as ownership and tenancy issues or restrictive covenants. |  |
| **Are you aware of any planning policy which may affect if or when employment space could be built?** |  |
| **Where could the access to the site be located?**  Please give as much detail as possible. |  |

**Data Protection**: Information submitted to us through the SELAA process will be used to inform the Council’s employment monitoring work such as annual employment land availability assessments reported in the yearly Authority Monitoring Report. Your contact details will only be used by the Planning Policy team and are **not** passed to anyone else, either within Gedling Borough Council or outside the organisation. Information about the site submitted through the SELAA process will be kept by the Planning Policy team until the site has been developed or a request has been made to remove the site from the assessment. For further information on how we use your personal data please visit [**www.gedling.gov.uk/planningpolicy-privacy**](http://www.gedling.gov.uk/planningpolicy-privacy).

The information that is put in the public domain i.e. the Council website www.gedling.gov.uk/selaa is as follows:-

* A map to show the boundary of the site; and
* Broad details of the site itself, including the site reference, site name, locality, size, existing use information, the year that the site was added to the SELAA database, whether it is allocated in the Local Plan, status of the site, constraints affecting the site and the conclusion of the SELAA assessment

**Please tick the box to confirm you are happy for your information to be used in this way 🞎**

Return the form to us by email to [**shlaa@gedling.gov.uk**](mailto:shlaa@gedling.gov.uk)or by post to Planning Policy, Civic Centre, Arnot Hill Park, Arnold, Nottingham, NG5 6LU.