

## Appendix 2 – Sites proforma



### Site submission form

#### Cheltenham Borough Council Call for Sites: issued 24 Nov 2014

The Council carries out assessments of the suitability of land for a variety of uses including housing, employment and gypsies and travellers. These help us to understand the amount and type of development we can deliver through the Cheltenham Plan. In order to inform these assessments we carry out a 'call for sites' on an annual basis and accept submissions all year round. If you know of a site you would like us to consider for incorporation in the next stage of plan preparation you will need to submit your suggestions to us by **5 January 2015**.

Please use this form to provide information on sites within Cheltenham Borough that you would like to suggest for future development. For a form to be accepted it is not necessary to complete all details, but the more information you provide the easier it will be for us to understand and assess a site.

All submissions must be accompanied by **a map** showing the site boundaries. The map should be clearly legible and have an Ordnance Survey base. For each site that you wish to suggest you will need to submit a separate form and map. Please note that not all sites we receive will be considered appropriate to be included within future planning policy documents. This is particularly the case where a site is small or constrained by local issues such as flood risk. In considering whether or not to submit a site you may find it useful to refer to existing and future plans for Cheltenham and the associated evidence base: [www.cheltenham.gov.uk/planningpolicy](http://www.cheltenham.gov.uk/planningpolicy)

#### Please return your completed forms to:

Planning Policy Team (Call for Sites),  
Municipal Offices  
Promenade  
Cheltenham  
GL50 9SA

Email: [James.Brain@cheltenham.gov.uk](mailto:James.Brain@cheltenham.gov.uk)

Tel: 01242 774988

A Word version of the form can be downloaded from the Cheltenham Borough Council website: [www.cheltenham.gov.uk/info/1004/planning\\_policy/1034/the\\_cheltenham\\_plan/3](http://www.cheltenham.gov.uk/info/1004/planning_policy/1034/the_cheltenham_plan/3)

**Personal Details**

Title	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Job Title (where relevant)	<input type="text"/>
Organisation (where relevant)	<input type="text"/>
Address Line 1	<input type="text"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>
Line 4	<input type="text"/>
Post Code	<input type="text"/>
Telephone Number	<input type="text"/>
Email address	<input type="text"/>

**Agent Details (if applicable)**

Title	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Job Title (where relevant)	<input type="text"/>
Organisation (where relevant)	<input type="text"/>
Address Line 1	<input type="text"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>
Line 4	<input type="text"/>
Post Code	<input type="text"/>
Telephone Number	<input type="text"/>
Email address	<input type="text"/>

**I am...** (please select from the list)

Owner of the site	Planning Consultant
Parish Council	Land Agent
Local Resident	Developer
Amenity/Community Group	Registered Social Landlord
Other (please specify):	

**Land use and planning** (please describe...)

<b>Current use of the site</b> (e.g. vacant, agriculture, employment – include use class if known)	
<b>Past uses</b>	
<b>Current planning status</b> (and reference numbers if known)	
<b>Relevant planning history</b>	

<b>Site Information</b>	
<b>Site location</b> (name, address and postcode)	
<b>Grid reference</b> (easting and northing)	
<b>Ward / Parish</b>	
<b>Total site area</b> (hectares)	
<b>Developable area</b> (hectares)	
<b>Is this site in the SHLAA<sup>1</sup>?</b> (provide reference if known)	
<b>Has the site been developed before?</b> (Greenfield / brownfield)	
<b>Existing trees, landscape and wildlife features on the site</b>	
<b>Access to the site</b> (vehicle and pedestrian access)	
<b>Public transport access</b>	
<b>Local facilities</b> (e.g. availability of shops, schools, pubs, healthcare, employment etc.)	
<b>Local character and surrounding land uses</b>	

<b>Constraints to development and site availability (is there anything restricting development potential?)</b>	
<b>Designations</b> (e.g. Green Belt, AONB <sup>2</sup> , SSSI <sup>3</sup> , Special Landscape Area, Local Plan policy)	
<b>Historic features</b> (e.g. listed buildings, conservation area)	
<b>Flooding</b> (is the site in Flood Zone 2 or 3?)	
<b>Other</b> (e.g. contamination, covenants, multiple ownerships, Public Rights of Way, current uses)	

<sup>1</sup> Strategic Housing Land Availability Assessment

<sup>2</sup> Area of Outstanding Natural Beauty

<sup>3</sup> Site of Special Scientific Interest

<b>Proposed future uses and capacity</b>		
<b>Use</b> (if mixed use, please tick all that apply)	<b>Yes</b>	<b>Basic Information</b> – area/number of units/proposed Floorspace/number of pitches
Residential		
Affordable housing		
Offices, research and development, light industrial (B1)		
General industrial (B2) / warehousing (B8)		
Retail (please specify)		
Community facilities (please specify)		
Sports/leisure (please specify)		
Gypsy and travellers / travelling Showpeople sites		
Open space		
Waste management		
Energy generation		
Other (please specify)		

<b>Timescale and phasing</b>		
<b>When will the site be available?</b>	<b>Yes</b>	<b>Why?</b>
Immediately		
Up to 5 years		
6 – 10 years		
11 – 15 years		
More than 15 years		
<b>How long will it take to develop?</b>		