



# **Settlement Capacity and Intensification Study**

## **Call for Sites**

**Site submission form**

**August 2023**

## Introduction

Hart District Council is undertaking a **Settlement Capacity and Intensification Study**, exploring opportunities for new homes to be accommodated *within existing settlements*.

As part of the study, we are carrying out a call for sites. This is an opportunity to make us aware of any sites or areas *within existing settlements* that you think could, or should, be (re)developed for new homes.

## Who is this form for?

This form is for anybody who does not wish to submit their sites via the online tool.

- If you are a landowner, or someone authorised to act on their behalf please complete Sections A **AND** B of this form.
- For anyone else please complete Section A of this form **ONLY**.

In addition, please submit the site name, site address and site boundary on a scaled plan.

Please note that for every site that you submit you will have to provide a separate form and site plan.

## Submitting sites online

Rather than downloading this form and sending in a plan of your site, you may find it more convenient to submit sites via the [on-line tool](#). You can identify sites directly via an on-line map and complete an on-line version of this form.

## Submitting sites using this form

If you prefer not to submit on-line please download and complete this form.

Send your completed form(s) and site plan(s) to: [planningpolicy@hart.gov.uk](mailto:planningpolicy@hart.gov.uk)

or send hard copies by post to:

Planning Policy,  
Hart District Council,  
Civic Offices,  
Harlington Way,  
Fleet,  
GU51 4AE.

If you are a landowner/agent the Council may contact you should we need to clarify site boundaries.

**The deadline for submissions is 5pm on 22<sup>nd</sup> September 2023.**

If you have any questions, please email [planningpolicy@hart.gov.uk](mailto:planningpolicy@hart.gov.uk) or telephone 01252 774118.

**IMPORTANT:** Please read the data privacy notice attached to this form.

# Section A

Please submit the site name, site address and site boundary on a scaled plan, and indicate your answer to question 1.

Please note that for every site that you submit you will have to provide a **separate** form and site plan.

## Question 1

Which category best describes your site?

<p>Previously developed vacant and derelict land and buildings</p> <p><i>Previously developed land and buildings no longer used, vacant or falling into disrepair.</i></p>	<input type="checkbox"/>
<p>Conversion or redevelopment of commercial (and other non-residential) buildings</p> <p><i>Sites currently in commercial (or other non-residential use) e.g. office, retail, industry, leisure, that could be converted or redeveloped for new homes.</i></p>	<input type="checkbox"/>
<p>Re-development of existing housing</p> <p><i>Sites where existing homes could be re-developed at higher densities.</i></p>	<input type="checkbox"/>
<p>Intensification of existing areas</p> <p><i>Areas of low-density development where intensification could take place for example, by developing garage courts, large gardens and backlands</i></p>	<input type="checkbox"/>
<p>Subdivision of existing housing</p> <p><i>Large residential homes with scope for subdivision into smaller homes.</i></p>	<input type="checkbox"/>
<p>Flats Over Shops</p> <p><i>Opportunities to convert existing floorspace over shops to new homes, or to build new space above shops for homes.</i></p>	<input type="checkbox"/>
<p>Empty Homes</p> <p><i>Homes that have been vacant for more than 6 months.</i></p>	<input type="checkbox"/>

<p>Redevelopment of car parks</p> <p><i>Car parks that could be redeveloped to provide some new homes, not necessarily involving the loss of any parking e.g. through provision of decked parking.</i></p>	<input type="checkbox"/>
<p>Vacant land <i>not</i> previously developed</p> <p><i>Areas of vacant land within existing settlements not previously developed, for example any unwanted amenity land/greenspace.</i></p>	<input type="checkbox"/>

## Section B

### Question 1

Contact Name:	
Organisation:	
Address:	
Town/City:	
Postcode:	
Email:	
Telephone Number:	

### Question 2

Please indicate whether you are submitting the site as:

The landowner:	<input type="checkbox"/>
An agent on behalf of the landowner:	<input type="checkbox"/>

### Question 3

What is your (or your client's) interest in the site?

Sole owner	<input type="checkbox"/>
Part owner	<input type="checkbox"/>
Leaseholder	<input type="checkbox"/>
Option holder	<input type="checkbox"/>
Other	<input type="checkbox"/>

### Question 4

What is your estimate for the total number of new homes for the site?

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### Question 5

How many, if any, existing homes are there on the site?

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### Question 6

Do you have an estimate as to when development, or re-use of new homes, could be completed?

Up to 5 years	<input type="checkbox"/>
6-10 years	<input type="checkbox"/>
11-15 years	<input type="checkbox"/>
16+ years	<input type="checkbox"/>
Don't know	<input type="checkbox"/>

### Question 7

Is there any other relevant information including a description of your ideas for the site?

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# Privacy Notice

## Settlement Capacity and Intensification Study

### Purpose

The Council is undertaking a call for sites as part of a study exploring opportunities for new homes within Hart's existing settlements.

### What personal data will we collect?

The personal data the Council will collect includes:

- Any personal data submitted with site submissions such as:
  - Name
  - Organisation
  - Address
  - Postcode
  - Telephone
  - Email address
  - Information regarding the site and its potential development.
- Your Internet Protocol (IP) address, and details of which version of web browser you used.
- Information on how you use the site, using cookies.
  - Please read our Cookie Policy (<https://www.hart.gov.uk/cookies>) for information on how and why we use Cookies.

### Who is collecting and using your personal data?

Hart District Council is the data controller for any personal information you provide for this purpose.

The processor of the data is Urban Intelligence - the supplier of the Placemaker software being used to support the Settlement Capacity and Intensification Study.

### How we use your personal data

We will use your personal data to acknowledge receipt of site submissions (whether submitted on-line via the Urban Intelligence Placemaker software or by email or post to the Council).

When submitting sites via the Urban Intelligence Placemaker software, you will need to provide an email address to create an account. This enables an automated acknowledgement that your site has been submitted, it allows you to go back in at a later date to finish a submission, and it allows you to view previous submissions you have made.

The personal data of landowners or those acting on their behalf will enable us to contact you should we need to understand more about a submitted site as part of our work on the Settlement Capacity and Intensification Study and future local plan work and updates to the brownfield register. It also helps us ensure that site submissions are genuine.

### The Council's legal basis for processing your data

The processing of this information is necessary for the Council to undertake a public task as defined under Article 6(1)(e) of the UK GDPR and has a clear basis in law:

The settlement capacity and intensification study will help inform the next local plan. The Council has a duty to prepare local plans under the Planning and Compulsory Purchase Act 2004 (as amended).

Sites submitted for the purpose of the study may also inform updates to the Council's brownfield register. The requirement to prepare and maintain a brownfield land

register is contained within the Town and Country Planning (Brownfield Land Register) Regulations 2017.

There is no requirement for or need to use sensitive personal data.

### **How long the Council will keep your data?**

The Council will retain the personal data of landowners that submit sites (or those acting on their behalf) until the next local plan is adopted, plus one year to allow for any legal challenge. If a site is included on the brownfield register we will retain the information until such time as the site is removed from the register (i.e it is given an end date).

Any personal data provided by those that make site submissions but do not own the land will not be kept for no more than three months beyond the date of the study being published in its final form.

### **Who the Council will share your data with**

The Council will share your data with Urban Intelligence Ltd, a contracted consultancy assisting the Council with the call for sites and the Settlement Capacity and Intensification Study.

Your personal data will not be published.

We will not share your personal data except if required to do so by law.

We take the security of your personal data seriously. We have internal policies and controls in place to ensure that your personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Only relevant staff in the Planning Policy and Economic Development team will have access to the data.

### **Your rights**

For more information on your data protection rights, including how to make a request, visit our [Data protection and access to information](#) webpage.

### **Main privacy notice**

You are viewing the Privacy Notice for the Settlement Capacity and Intensification Study. The Council's overarching privacy notice is available at

<https://www.hart.gov.uk/privacy>