

RESPONSE PROFORMA

Luton Call for Sites - (May 2026)

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1 INTRODUCTION

What is the purpose of this consultation?

- 1.1 Luton Borough Council is preparing a new Local Plan and periodically issues a 'Call for sites' (see <http://www.luton.gov.uk/newlocalplan> web page for information (including on the wider Scoping Consultation we are undertaking), inviting landowners, developers and community groups to promote available land and property which can be used for the future development needs of the town. While there are specific call for sites consultation events to coincide with plan making stages, the 'call for sites' is open at any time. The current call for sites is open from **28 May closing 23 July at 5pm**.
- 1.2 In particular, we are interested in land and property opportunities that could help to meet the following needs:-
- Market Housing for rent or ownership;
 - Affordable Housing including social rent, intermediate affordable rent and shared ownership;
 - Specialist housing for vulnerable groups including; older people; people with disability including M4(2) and M4(3) housing; the young including looked after children;
 - Student accommodation;
 - Custom And Self-Build Housing;
 - Co-housing and Cooperative housing;
 - Gypsy and Traveller and Traveller Showpeople (G&T) pitches and plots
 - Employment land including local Commercial, Service, Industrial and Distribution needs;
 - Opportunities to secure [Invest 2035 the uks modern industrial strategy](#) e.g.:-
 - Advanced, 'Clean' and Life Sciences manufacturing, R&D/knowledge based;
 - Data Centres; AI and Digital and technology businesses;
 - Employment led mixed use development
 - Clean energy industries; creative industries; defense industries;
 - Financial services and professional and business services.
 - 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);
 - Brownfield Land (to be included on the Brownfield Land Register (BLR)).
- 1.3 Please fill in the proforma 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, (e.g. Strategic Housing Land Availability Assessment (SHLAA) or Housing & Employment Land availability Assessment (HELAA)).

What is the Luton Call for Sites Proforma?

- 1.4 The Call for sites Proforma 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 Proforma?

- 1.5 It is important that you read the separate **Guidance Notes** (found together with this proforma on the <http://www.luton.gov.uk/newlocalplan> web page) before completing your site proforma. You must also review and agree to the **Privacy Notice** (see sections 11 and 12 at the end of this proforma), by ensuring that it is ticked in the **Your Contact Details And Privacy Notice Declaration** * in section 3 further below, to be included with your proforma return.
- 1.6 You can also choose to be kept updated as work on the new Local Plan for Luton progresses.
- *Note:** we can only process your site proforma and legally hold your contact details with name, address if you have agreed to the mandatory question regarding the Privacy Notice.
- 1.7 Our preference is for submissions to be made using our online Keystone consultation portal survey: <https://consult.luton.gov.uk/kse/> to improve the accuracy and speed of assessment.
- 1.8 However, if this is not live, or you cannot use the Keystone portal, you can download and provide a completed scanned proforma which should be emailed to localplan@luton.gov.uk.
- 1.9 You can also post it in or drop the form off at the Council Offices at the town hall marked for the attention of the Planning Policy Team, 2nd Floor, Luton Town Hall George Street Luton LU1 2BQ.
- 1.10 You can also email us at localplan@luton.gov.uk or call 07845034931 and we can email or post response forms to you.
- 1.11 **A separate form should be completed for each site.**
- 1.12 **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).**
- 1.13 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

- 1.14 Your information will be processed and handled in accordance with the council's:-

- Corporate Privacy Notice
- Planning Services Privacy Notice

- 1.5 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 land availability evidence (e.g. SHLAA or HELAA).
- 1.6 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.**

2. 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?:	<input type="checkbox"/>
Is the gender you identify with the same as your gender registered at birth?	<input type="checkbox"/>
What is your ethnicity?:	<input type="checkbox"/>
Do you consider you have a disability (please specify)?:	<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"/>

3. YOUR CONTACT DETAILS AND PRIVACY NOTICE DECLARATION

Name(Required):
Company/Organisation (Optional):
Address (Required):
Postcode (Required):
Telephone (Optional):
Email (Required):

Would you like to be notified of future updates of planning policy and plan making stages including the New Local Plan for Luton? Please tick if you wish to be added to our database (Optional).	
Yes <input type="checkbox"/>	
Please tick all topics that apply below that you are interested in.	
Consultation on proposed Local Plan content and evidence?	<input type="checkbox"/>
Publication of the Planning Inspectorate observations or advice?	<input type="checkbox"/>
Consultation on the proposed Local Plan?	<input type="checkbox"/>
Submission of the proposed Local Plan to the Secretary of State for independent examination?	<input type="checkbox"/>
Information about the independent examination, documents/evidence submitted and opportunity to appear?	<input type="checkbox"/>
Decisions and recommendations of the examiner?	<input type="checkbox"/>
The adoption/approval of the Local Plan?	<input type="checkbox"/>
All of the above?	<input type="checkbox"/>
None of the above?	<input type="checkbox"/>
Other planning policy making?	<input type="checkbox"/>

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 <input type="checkbox"/>

Table 1: Status

Please tick all that apply (Required)	
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)	

Table 2: Declaration

Required): I (or my client)...			
Is sole owner of the site	<input type="checkbox"/>	Owens 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)?:			
Has the site been promoted previously? Provide details please.			

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Table 3: Support - does the owner (or other owners) support your proposals for the site?

Optional)
Yes <input type="checkbox"/>
No <input type="checkbox"/>
Don't Know <input type="checkbox"/>

4. SITE DETAILS

Table 4: Site address/location/map requirements

Site Address / location/ map / site area (Required):
Site Postcode (Required):
What3words (Required)
UPRN (Optional):
OS Grid reference (Optional):
GIS layer/shapefile (Optional)
If you have not got a GIS layer/shapefile – you must attach a .pdf or hard copy location plan ideally using an Ordnance Survey base, or sketch sufficient to clearly identify the land, showing site boundaries in red (ownerships in blue) and any existing or proposed vehicular access to and from the site from the nearest public highway (Required).
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):
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).

Table 5: Planning history

Optional
Is there any planning history associated with the site? Specifically - does the site have an existing planning permission or has an application been lost on appeal)?
Has a pre-application meeting been undertaken, if so, when ?
Or pre-application scheduled, if so, when?
In either case, please provide details.

Table 6: Confidentiality

If applicable - please select/tick if Pre-Application information can be made public? (Required).	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Table 7: 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).

5. 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 from 1st April and before **31st March** for each of the following periods (Required if applicable):

Table 8: Year 1-5

Year 1- 5	Year	Units
1	2025-2026	
2	2026-2027	
3	2027-2028	
4	2028-2029	
5	2029-2030	

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).

Table 9: Year 6-10

Year 6- 10	Year	Units
6	2030-2031	
7	2031-2032	
8	2033-2034	
9	2034-2035	
10	2035-2036	

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

Table 10: Year 11-15

Year 11- 15	Year	Units
11	2036-2037	
12	2037-2038	
13	2038-2039	
14	2039-2040	
15	2040-2041	

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).

Table 11: Longer term

Year	Year	Units
16	2041-2042	
17	2042-2043	
18	2043-2044	
19	2044-2045	
20	2045-2046	

Reasons for Housing trajectory timescales (Required):

PROPOSED HOUSING TYPES, MIX & TENURES

Table 12: Market, affordable and special needs

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"/>
Housing for Disability M4 (2)	<input type="checkbox"/>	Housing for Disability M4 (3)	<input type="checkbox"/>

Table 13: Potential capacity/density

Number of dwelling units/ha = 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.	

Table 14: Number of units by tenure/dwelling types/mix & M4(2) and M4(3)

C3 Market Homes (Optional)	
Flats	
Dwellings	
Beds spaces	
C3 Extra Care/sheltered (Optional)	
Flats	
Dwellings	
Bed spaces	
Affordable Intermediate Sale (Optional))	
Flats	
Dwellings	
Bed spaces	
Affordable Intermediate Shared Ownership (Optional))	
Flats	
Dwellings	
Bed spaces	
Affordable Intermediate rent (Optional))	
Flats	
Dwellings	
Bed spaces	
Social rent - a type of low-cost rental housing with rent levels based on a formula set by the government (Optional))	
Flats	
Dwellings	
Bed spaces	

Custom/self-build rent (Optional)	
Flats	
Dwellings	
Bed spaces	
First home (Optional)	
Flats	
Dwellings	
Bed spaces	
C2 Nursing home/institutional care (Optional)	
Establishments	
Bed spaces	
Housing for disability (enter number of units or percentage) (Optional)	
Total dwelling units	
Number or percent M4(2) Standard	
Number or percent M4 (3) Standard	

Table 15: Gypsy & Travellers and Traveller Showpeople

Gypsy & Traveller (Optional)	
Number of Pitches	
Number of Sites	
Site area Ha.	
Traveller Showpeople (Optional)	
Number of Plots	
Number of Yards	
Site/Yard area Ha.	

Table 16: Tourism Leisure & Culture

Specify Type/ Description (including if mixed use) (Optional).	
Proposed use(s)	
Greenfield (Ha/Sqm)	
PDL Ha/Sqm)	
Mix Use (Ha/Sqm)	

Table 17: Biodiversity Net Gain

On-site 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)	
Off-site 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)	

Table 18: Wildlife site for Nature recovery

Site proposed to contribute towards local nature recovery, including strategic and cross boundary (Optional).	
Local wildlife site opportunity	
Strategic wildlife site opportunity	
Green & Blue Infrastructure	
If yes to either of the above - please provide sites area (Optional)	

Proposed site area Ha.	
Site intended as a Habitat Bank?	
Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

Table 18a: Renewable Energy

Site proposed to contribute towards renewable energy scheme, including wind, Solar/PV, geothermal, pumped water storage, biomass or other technology	
Wind (turbine)	
Solar/PV	
Geothermal	
Heat pump (air/ground etc)	
Pumped water storage	
Biomass	
Other technology (please describe)	
If yes to either of the above - please provide site's area (Optional) in Ha/Sqm	

6. EMPLOYMENT & SERVICES

Table 19 (a): Class E Commercial Business & Services (a – b) [Previously A1 retail and A3 restaurants A5 hot food etc. Note pubs (previously A4) are now sui generis]

Class E (a) [Previously A1 Retail]	<input type="checkbox"/>	Class E (b) [Previously A3 restaurants/cafes and A5 hot food takeaway. Note pubs (A4)now sui generis]	<input type="checkbox"/>
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Table 19 (b): Class E (c) i, ii, iii [Previously A2 Financial and Professional Services]

E (c) (i) financial services	<input type="checkbox"/>	E (c) (ii) professional services (other than health or medical services)	<input type="checkbox"/>
E (c) (iii) services appropriate to provide in a commercial, business or service locality	<input type="checkbox"/>		

Table 19 (c): Class E (d) Indoor sport & recreation

Class E (d) Indoor sport & recreation	<input type="checkbox"/>		
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Table 19 (d): Class E (e) Medical Services

Class E (e) Medical Services	<input type="checkbox"/>
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Table 19 (e): Class E (g) i (Office), ii (R&D), iii (Industrial suitable in a residential area)

Class (g) i) Office	<input type="checkbox"/>	Class (g) ii) Research & Development	<input type="checkbox"/>
Class (g) iii) Industrial process (suitable in a residential area)	<input type="checkbox"/>		

Table 19 (f): Class E (f) Creche, Day Centre, Nursery

Class (f) Creche, Day Centre, Nursery	<input type="checkbox"/>		
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Table 21: Gross and net gains minus losses by class

Please provide gross figures and if available, net figures (i.e. gross gains minus losses)
Class E (a) [Previously A1 Retail].

Proposed Land Gross Ha (Required)	
Proposed Floorspace Gross Sqm (Required)	
Proposed Land Net Ha (Optional)	
Proposed Floorspace Net Sqm (Optional)	
Class E (b) [Previously A2 Food & Drink; A3 Restaurants & Cafes].	
Proposed Land Gross Ha (Required)	
Proposed Floorspace Gross Sqm (Required)	
Proposed Land Net Ha (Optional)	
Proposed Floorspace Net Sqm (Optional)	
Class E (c) (i) Financial Services.	
Proposed Land Gross Ha (Required)	
Proposed Floorspace Gross Sqm (Required)	
Proposed Land Net Ha (Optional)	
Proposed Floorspace Net Sqm (Optional)	
Class E (c) (ii) Professional Services (other than health or medical).	
Proposed Land Gross Ha (Required)	
Proposed Floorspace Gross Sqm (Required)	
Proposed Land Net Ha (Optional)	
Proposed Floorspace Net Sqm (Optional)	
Class E (c) (ii) Professional Services (other than health or medical).	
Proposed Land Gross Ha (Required)	
Proposed Floorspace Gross Sqm (Required)	
Proposed Land Net Ha (Optional)	
Proposed Floorspace Net Sqm (Optional)	
E (c) (iii) Services appropriate to provide in a commercial, business or service locality.	
Proposed Land Gross Ha (Required)	

Proposed Floorspace Gross Sqm (Required)	
Proposed Land Net Ha (Optional)	
Proposed Floorspace Net Sqm (Optional)	
Class E (d) Indoor Sport & Recreation.	
Proposed Land Gross Ha (Required)	
Proposed Floorspace Gross Sqm (Required)	
Proposed Land Net Ha (Optional)	
Proposed Floorspace Net Sqm (Optional)	
Class E (e) Medical Services.	
Proposed Land Gross Ha (Required)	
Proposed Floorspace Gross Sqm (Required)	
Proposed Land Net Ha (Optional)	
Proposed Floorspace Net Sqm (Optional)	
Class E (g) (i) Office.	
Proposed Land Gross Ha (Required)	
Proposed Floorspace Gross Sqm (Required)	
Proposed Land Net Ha (Optional)	
Proposed Floorspace Net Sqm (Optional)	
Class E (g) (ii) Research & Development.	
Proposed Land Gross Ha (Required)	
Proposed Floorspace Gross Sqm (Required)	
Proposed Land Net Ha (Optional)	
Proposed Floorspace Net Sqm (Optional)	
Class E (g) (iii) Industrial Processes (suitable within a residential area).	
Proposed Land Gross Ha (Required)	
Proposed Floorspace Gross Sqm (Required)	
Proposed Land Net Ha (Optional)	

Proposed Floorspace Net Sqm (Optional)	
Class E (f) Creche, Day Centre, Nursery.	
Proposed Land Gross Ha (Required)	
Proposed Floorspace Gross Sqm (Required)	
Proposed Land Net Ha (Optional)	
Proposed Floorspace Net Sqm (Optional)	

Table 22: Employment Industrial & Warehousing B2 to B8

Optional			
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"/>

Table 23: B2 (General Industrial) gross and net gain/losses

Please provide gross figures and if available, net figures (i.e. gross gains minus losses)	
Proposed Land Gross Ha (Required)	
Proposed Floorspace Gross Sqm (Required)	
Proposed Land Net Ha (Optional)	
Proposed Floorspace Net Sqm (Optional)	

Table 24: B8 (Storage and Distribution) gross and net gain/losses

Please provide gross figures and if available, net figures (i.e. gross gains minus losses)	
Proposed Land Gross Ha (Required)	
Proposed Floorspace Gross Sqm (Required)	
Proposed Land Net Ha (Optional)	

Proposed Floorspace Net Sqm (Optional)	
--	--

Table 25: Opportunities to secure UK's modern Industrial Strategy#

# Invest_2035_the_uks_modern_industrial_strategy	
Please Tick all that apply.	
Life sciences manufacturing	<input type="checkbox"/>
Advanced, clean energy manufacturing	<input type="checkbox"/>
R&D/knowledge based	<input type="checkbox"/>
Giga factories	<input type="checkbox"/>
Data Centres	<input type="checkbox"/>
AI and Digital and technology businesses	<input type="checkbox"/>
Employment led mixed use development	<input type="checkbox"/>
Creative industries;	<input type="checkbox"/>
Defence industries	<input type="checkbox"/>

Table 26: Leisure and other service C1, D1 to D2

Please Tick all that apply			
C1 (Hotels).	<input type="checkbox"/>	D1 (Non-residential Institutions)*see below	<input type="checkbox"/>
D2 (Assembly and Leisure)**see below	<input type="checkbox"/>		

Table 26 (a): C1 Hotels

Proposed Land Gross Ha (Required)	
Proposed Land Net Ha (Optional)	
Number of Bedrooms (Optional)	

Table 26 (b): D1 Non-residential Institutions*

* 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)	

Table 26 (c): D2 Assembly & Leisure**

** 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)	

Table 30: Mixed use

Mixed use?	<input type="checkbox"/>		
If applicable, please specify area (Required) and % split of for each proposed use (Please estimate if unknown) (Optional)			
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			

7. SUITABILITY

Table 31: National policy constraints

Please identify if any part of the site is a (please select all that apply):			
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"/>

Table 32: Other constraints

To the best of your knowledge, are there any constraints which may prevent or constrain development? (Optional)	Yes	No
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"/>
Development Plan policy constraints (please specify):-	<input type="checkbox"/>	<input type="checkbox"/>

Other e.g. abnormalities (please specify):-	<input type="checkbox"/>	<input type="checkbox"/>
Please State Mitigation Required (additional notes about site suitability issues) (Optional): Continued....		

8. ACHIEVABILITY

Table 33: Achievability

Please tick all that apply (Optional).		
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"/>

Table 34: Achievability - when could the site be developed?

If unknown please put a best estimate (Required).	
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"/>

Table 35: From start to finish?

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

If answered yes above, please give details) (Optional)

Continued...

Table 36: Constraints effect on achievability?

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):

9. 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)

Table 37: Deliverability - Key planning stages/development activity?

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		

Table 38: Deliverability – known or estimated?

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...

Table 39: Evidence of progress?

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)

10. ADDITIONAL COMMENTS

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

Table 40: Site access permission?

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.

11.PRIVACY NOTICE

- 3.1 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.
- 3.2 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.
- 3.3 If you have any concerns or questions about how we look after your personal information, please contact us at 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

12. PLANNING SERVICE PRIVACY NOTICE

- 4.1 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.
- 4.2 If you have any concerns or questions about how we look after your personal information, please contact us at dataprotection@luton.gov.uk.
- 4.3 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

4.4 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.)

4.5 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

4.6 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 aid 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.

4.7 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

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

Special category data

- 4.9 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.

Supporting information

- 4.10 The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) requires that public consultation be carried out as part of the decision-making process for planning applications.
- 4.11 [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2026](#) set out the procedure for the adoption of a local plan, which too requires various stages of consultation.
- 4.12 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.
- 4.13 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”.
- 4.14 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.
- 4.15 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.

- 4.16 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.
- 4.17 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

- 4.18 We are obliged to consult within the council, with external agencies and with residents depending on the nature of your application.
- 4.19 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.
- 4.20 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.
- 4.21 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.
- 4.22 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.
- 4.23 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.

Planning Enforcement

- 4.24 We will keep completely confidential any details received about a planning enforcement complaint, including the details of the person making the complaint.
- 4.25 Further details regarding this is provided in the Council's adopted [Planning Enforcement Charter](#)
- 4.26 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

- 4.27 No information within planning is transferred to another country. None of the systems we use are hosted abroad.
- 4.28 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.
- 4.29 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.
- 4.30 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')

- 4.31 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

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

4.33 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.

4.33 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