

Response Form

Local Green Space Nominations (May 2026)

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1 How can I nominate a site for the Local Green Space designation?

- 1.1 Please complete this form if you would like to nominate a site to be considered for designation as a Local Green Space in the new Luton Local Plan.
- 1.2 We require evidence as to why an area should be designated as a Local Green Space, including why that space is of particular importance to the local community. Please complete the relevant fields, providing evidence to support your application.
- 1.3 If you wish to nominate more than one site, please complete a separate form for each site. An appropriately scaled Ordnance Survey map showing the boundaries of the site must also be provided.
- 1.4 We have produced a Guidance Note and Frequently Asked Questions document which is available online. This is part of a wider Issues and Options consultation for the new Local Plan which can be viewed at <https://www.luton.gov.uk/newlocalplan>

2 Where to submit this form to

- 2.1 The nomination period is open from **28 May closing 23 July at 5pm.**
- 2.2 To complete an electronic version of our nomination form, please visit our planning policy consultation portal at <https://consult.luton.gov.uk/kse/>. This is our preferred method of receiving comments.
- 2.3 Alternatively, if you cannot use the Objective (Keyplan) portal, you can download and provide a completed scanned response form which should be emailed to localplan@luton.gov.uk. Or send your printed hard copy response in an envelope to:

<p>Freepost Luton Borough Council</p> <p>Planning Consultation</p>
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- 2.4 You can also 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.
- 2.5 Please email us at the address above, or leave a message for us on 07845034931, if you would like to ask for a paper copy of this nomination form to be sent to you.
- 2.6 Before sending your response, it is important that you review and agree to the Privacy Notice (Section 5) by answering “yes” to the mandatory question in the “Your Details” form after Section 2.8 below (otherwise we cannot process your responses or legally hold your name and address on our database). You must ensure that the “Your Details” form is completed along with the rest of the nomination form so we know who is responding and that you have reviewed and agreed to the Privacy Notice.

- 2.7 You can also, optionally, choose to be kept updated as work on the new Local Plan for Luton progresses by being added to our consultation database.

Disclaimer

- 2.8 There is no guarantee that every Green Space put forward will be suitable for designation as a Local Green Space. However, all submissions will be considered.

Your contact details

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"/>	

3. 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:	<input type="checkbox"/>
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"/>

4. Green Space details

Address of Green Space (Required)	
Post Code (optional)	
What Three Words location (optional):	
Brief description of the space including any current use (Required)	
Please attach a location plan with an Ordnance Survey base at an appropriate scale (e.g. 1:2,500), clearly showing site boundaries, access to the site (if applicable) and the area that it will serve (Required)	

Ownership and management details

Details of the landowner, if known (optional)	
Is the landowner aware of the proposal to designate their land as Local Green Space? (optional)	
Is the landowner supportive of the proposal to designate their land as Local Green Space? (optional)	

<p>What are the owner's long-term plans for the site (if known)? (optional)</p>	
<p>Is there a management plan in place for the site (if known)? (optional)</p>	
<p>Who will be responsible for the on-going maintenance of the site (if known)? (optional)</p>	

Support

<p>Is the proposal to designate the space supported by any of the following? (If yes, please provide details): E.g. residents association, local community group, local councillor, other organisation / group (Optional)</p>	
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Designation Tests

Please answer the following questions to help evidence that your nominated space passes the Local Green Space designation tests.

(Continued overleaf)

Test 1: The land is not subject of a planning permission for development

Does the proposed space have planning permission? If yes, please provide details (Required)

Test 2: The space is not allocated or proposed for development in the local plan or a neighbourhood plan

Is the space allocated for proposed development in the local plan? (Required)

Test 3: The space is not an extensive tract of land and is local in character

Does the proposed space have clearly defined edges and is it an extensive tract of land?
(Required)

What is the area of the site, in hectares? (Required)

Does the space feel local in character in scale? (Required)

Test 4: The space is within close proximity to the community it serves

Is the site reasonably close to the community it serves? (Required)

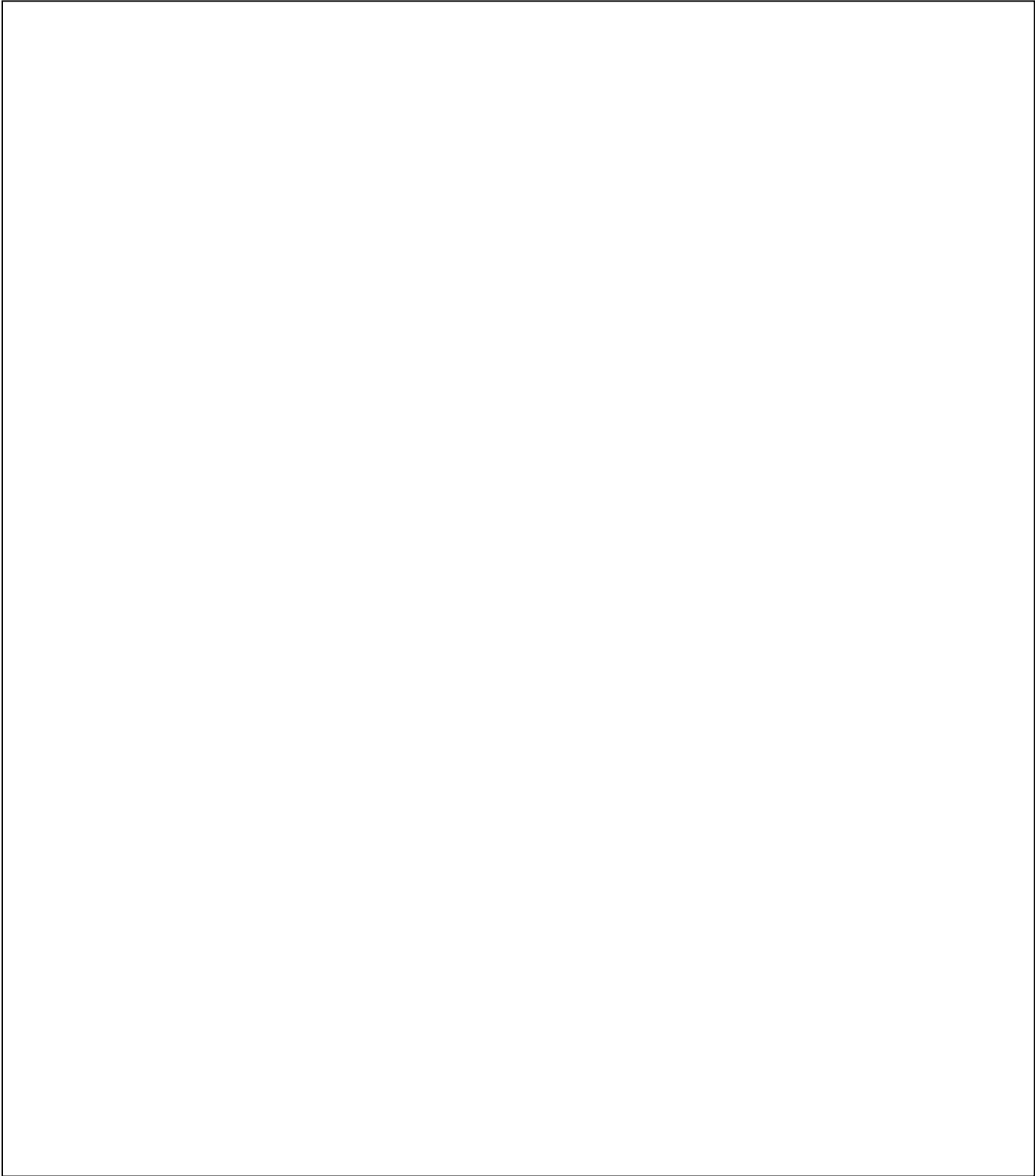
Please explain how the space is within close proximity to the community it serves (Required)

Test 5: The space is demonstrably special to the local community and holds particular significance

Please explain below what evidence there is to demonstrate that the space has a particular local significance with respect to at least one of the following aspects: (Required)

- i) Its beauty
- ii) Historic significance

- iii) Recreational value (including as a playing field)
- iv) Tranquillity
- v) Richness of its wildlife



Further Information

Please provide any other information that you consider would be helpful to the assessment (optional)

5. Privacy Notice

- 5.1 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.
- 5.2 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.
- 5.3 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

6. Planning service Privacy Notice

- 6.1 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.
- 6.2 If you have any concerns or questions about how we look after your personal information, please contact us at dataprotection@luton.gov.uk.
- 6.3 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

- 6.4 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.)

6.5 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

6.6 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 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.

6.7 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

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

Special category data

6.9 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

6.10 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.

- 6.11 [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.
- 6.12 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.
- 6.13 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”.
- 6.14 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.
- 6.15 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.
- 6.16 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.
- 6.17 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

- 6.18 We are obliged to consult within the council, with external agencies and with residents depending on the nature of your application.
- 6.19 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.
- 6.20 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.

- 6.21 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.
- 6.22 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.
- 6.23 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

- 6.24 We will keep completely confidential any details received about a planning enforcement complaint, including the details of the person making the complaint.
- 6.25 Further details regarding this is provided in the Council's adopted [Planning Enforcement Charter](#).
- 6.26 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

- 6.27 No information within planning is transferred to another country. None of the systems we use are hosted abroad.
- 6.28 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.
- 6.29 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.
- 6.30 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')

- 6.31 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

- 6.32 You have the right to ask us to amend or delete your data as well transfer or limit its use.
- 6.33 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.
- 6.34 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