

## Appendix 5: Letter and Pro forma



Wirral Council

Forward Planning

PO Box 290  
Brighton Street  
Wallasey  
CH27 9FQ

[www.wirral.gov.uk](http://www.wirral.gov.uk)

Date: 18 June 2019

Your Ref:  
Our Ref: FP/LP/SHLAA[SHLAA/PP Ref]  
Service: **Economic and Housing Growth**

Email: [forwardplanning@wirral.gov.uk](mailto:forwardplanning@wirral.gov.uk)  
Tel No: 0151 691 8160/ 8219 /8509

Dear Sir or Madam,

**LAND AVAILABILITY AND SITE MONITORING 2019**

As you may be aware, the Council is required to monitor potential development sites and the number of new homes that are completed each year. In addition, national planning policy requires the Council to consider how many homes can realistically be projected to complete over the following five and fifteen years.

We are writing to request an update on the progress on the potential development of the following site, identified by the following reference; [SITE Number].

We are now updating the information we hold about this site and would be grateful if you could please complete the attached form with the latest site information.

An electronic copy of the form is also available on our website at  
<https://www.wirral.gov.uk/planning-and-building/local-plans-and-planning-policy/local-planning-consultations>

Please complete a separate form for each site being promoted, together with a red line plan on an ordnance survey background.

Please tell us if you are no longer responsible for the site in question, so that we can contact the new owners or agents.

[It is necessary that we collect this information for the preparation of the Council's statutory Local Plan.](#)

The information collected is required as part of the preparation of the Council's statutory Local Plan. The site information disclosed in this form may be shared with relevant third parties; however no personal information will be shared without your consent. The Forward Planning Privacy Notice can be viewed at: <https://www.wirral.gov.uk/planning-and-building/local-plans-and-planning-policy/forward-planning-privacy-notice>

The lawful basis for its processing is Public Task: GDPR Article 6.1(e), i.e. processing is necessary for the council to perform a task in the public interest / for its official function, the function having a clear basis in law. Site information disclosed on the form may be shared with relevant third parties, but no personal information will be shared without your consent.

The Forward Planning Privacy Notice can be viewed at: <https://www.wirral.gov.uk/planning-and-building/local-plans-and-planning-policy/forward-planning-privacy-notice>.

Please return your completed forms no later than **5pm Friday 12<sup>th</sup> July 2019** by email to [forwardplanning@wirral.gov.uk](mailto:forwardplanning@wirral.gov.uk) or by post to the Forward Planning Team at the address above.

Yours faithfully,

**Forward Planning Team**

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1. CONTACT DETAILS			
Details of submitter		Agent details (if applicable)	
Name (required)		Name (required)	
Address (required)		Address (required)	
Telephone		Telephone	
Email (required)		Email (required)	
<p><b>Site Name or Address:</b> (Eg. Land at rear of [street name] and [locality])</p>           <p><b>Please complete a separate form for each site being promoted accompanied by a red-lined plan on an Ordnance Survey background.</b></p>			
Land Owner 1		Land Owner 2 (if applicable)	
Name (required)		Name (required)	
Address (required)		Address (required)	
Telephone		Telephone	

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Email (required)		Email (required)	
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2. AVAILABILITY															
Will the site be available for development within the next 15 years?										(Please delete as applicable) Yes/No					
Does the site already have planning permission?										Yes/No If Yes, please provide planning application number:					
Will the site be completely developed within the next 5 years?										Yes/No					
If you do not have planning permission when do you expect to submit an application?										(Year)					
When do you expect the development to commence?										(Year)					
When do you expect the development to be completed?										(Year)					
Please indicate the number of completed dwellings on the site for each year below:															
2019 /20	2020 /21	2021 /22	2022 /23	2023 /24	2024 /25	2025 /26	2026 /27	2027 /28	2028 /29	2029 /30	2030 /31	2031 /32	2032 /33	2033 /34	2034+
If you are proposing the site for <b>housing</b> please state why you believe there is a realistic prospect of housing development and that the site will be viably developed at the point envisaged, as stated above:															

<b>3. PROPOSED USES AND CAPACITY</b>			
LAND USE	TICK	FLOORSPACE (SQM)	UNITS (dwellings)
Office, Industrial or Storage (B1, B2 or B8)			
Retail			
Other /Uncertain(please specify)			
Residential – Houses			
Residential – Flats			
Residential – Affordable (number to be included as part of above)			
<p>If Residential, please provide evidence for the demand of the type of development you wish to be considered.</p>			
<p>If Residential, please state the proposed density for the type of development you propose, and your view of how it will make effective and optimal use of the proposed site.</p>			

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<b>5. COMMENTS</b> If you have additional information or comments, please provide these below or on an additional sheet clearly marked with the name and/or reference number of the site.	

Please return this form no later than 5pm on Friday 12 July 2019 by email to [forwardplanning@wirral.gov.uk](mailto:forwardplanning@wirral.gov.uk) or by post to Forward Planning, PO Box 290, Brighton Street, Wallasey, Wirral CH27 9FQ

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