



Land Availability Questionnaire (LAQ)

Guidance Notes: Please read the following guidance before completing the LAQ.

Completing & Returning the LAQ

The LAQ should be used for either submitting a new site into the Council's SHELAA or updating any details regarding a site that has already been submitted into the SHELAA.

Please complete all sections of the LAQ to the best of your knowledge. You may submit a site for assessment for one or more land uses e.g., residential, economic or mixed use development. Please provide details/photos of the site as existing, including current ground cover, boundary treatment and any existing buildings or green areas on site. Please also provide details of the type and scale of development of land you envisage on the site.

In order to assess whether a SHELAA site is available for development, the Council requires the most up to date information from landowners/developers via completion of an LAQ. The Council sends out LAQs every 2 years to landowners/agents of existing suitable SHELAA sites. Where the Council has not received a completed LAQ within the last 2 years the site will be considered to be unavailable.

Please return this form together with an ordnance survey-based map which clearly identifies the boundary of the site (including any boundary changes), the area of the site under your/your client's ownership, and the site address. Please also provide details of the site as existing, including any built and natural features on site, as well as whole site photos to:

spatialplanning@cravendc.gov.uk

If it is not possible to submit the LAQ and map electronically, please post submissions to:

Spatial Planning Team, Craven District Council, 1 Belle Vue Mills, Broughton Road, Skipton, North Yorkshire, BD23 1FJ

In addition to sending out LAQs to landowners, the Council also sends out questionnaires annually to developers and agents of sites with planning consent for housing, and sites allocated in the Craven Local Plan for residential development, to ascertain when sites will be developed.

Data Protection

The information collected from this LAQ will be used by Craven District Council to inform assessment of sites in the SHELAA. A SHELAA Update report will be published annually on the Council's website and available as a hard copy.

Information that you provide within the completed LAQ, excluding your personal data, will be published or disclosed in accordance with the Environmental Information Regulations 2004 (EIR). If you want any information that you provide to be treated as confidential, please tell us (by indicating this in the relevant section of the LAQ), but be aware that under the EIR, we may not be able to guarantee confidentiality. If the Council receives a request for information that you have indicated as confidential, we will get in touch with you.

The Council will process your personal data in accordance with the General Data Protection Regulation and the Data Protection Act 2018, which means that your personal details (name, address, and contact information) will be kept confidential.

The Council's Privacy Notice, specifically relating to the Council's SHELAA, explains how the Council processes your personal data and is available to download from this webpage. www.cravenc.gov.uk/shelaa/. By signing and submitting an LAQ, you confirm that you have read this Privacy Notice.

For further information, please contact the Council's Spatial Planning Team at spatialplanning@cravenc.gov.uk.

Craven District Council | 1 Belle Vue Square | Skipton | BD23 1FJ |
www.cravenc.gov.uk

Spatial Planning Team | spatialplanning@cravenc.gov.uk



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If you would like to have this information in a way that's better for you, please telephone 01756 700600.