

Privacy Notice (Housing and Economic Land Availability Assessment (HELAA), Brownfield Land Register (BLR) and Self-Build Register (SBR))



Arun District Council collects information about you in order to provide you with the following service: to enable the public to submit site information to the Planning Policy Team for consideration in the preparation of planning policy documents; and to allow the public to register their interest in building or commissioning your own home.

Information Collected

The Council uses a database to hold contacts who have submitted sites to be included within the Council's Housing and Economic Land Availability Assessment (HELAA) and Brownfield Land Register (BLR). Information on these can be found on the Council's website at: <https://www.arun.gov.uk/helaa> The database also holds any information submitted to the Council, for these purposes, such as site details, site plans and any correspondence. The Council also has a database to hold contacts who wish to be added to the Self Build Register (SBR). Information on these can be found on the Council's website at: <https://www.arun.gov.uk/local-self-build-register>

The data the Council collects is as follows: name, company/organisation (if applicable), home/business address, telephone number, email address, status e.g. owner of site, planning agent, local resident, site details.

Why We Collect This Information

The National Planning Policy Framework (NPPF) requires the Council to prepare a HELAA which is a strategic assessment of land available for development.

The Town and Country Planning (Brownfield Land Register) Regulations 2017 require the Council to maintain a Brownfield Land Register of previously developed sites within the District, which may be capable of being redeveloped or converted to provide housing-led development.

The Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016) requires the Council to keep a self-build and custom housebuilding register to hold details of people interested in custom or self-build options.

The collection of this information enables us to perform these functions and ensure that the information remains up to date. It also allows the Council to contact those identified as having an interest in the land/property to request more information and to keep them informed of the process.

Who We Might Share Your Information With

In relation to the HELAA and BLR, only site details will be made publically available. Name, company/organisation (if applicable), home/business address, telephone number, email address, status e.g. owner of site, planning agent, local resident will not be made publically available. All information can be viewed by Officers of the Council in an un-redacted form internally on the planning database.

In relation to the SBR, no information is made publically available. All information can be viewed by Planning and Housing Officers of the Council internally on the database. Other internal departments at Arun District Council may wish to access planning policy information and all information from the public domain will be shared with other internal departments.

What We Do With Your Information

The HELAA and BLR data is held on the database and used for preparing the HELAA and BLR annually which informs the Local Plan and other planning policy documents. The SBR data is stored as a record on the database and may be used in the future for planning policy preparation.

How Long We Keep Your Information

All information submitted will be kept indefinitely until the record is no longer required e.g. the site has been developed.

What rights do you have?

You do have some legal rights in respect of the personal information we collect from you. Please see our website for further details <https://www.arun.gov.uk/terms-and-conditions>

You can also contact the Council's Data Protection Officer on:

Email: liz.futcher@arun.gov.uk

Tel: 01903 737610

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at: <https://ico.org.uk/concerns/>