

**WEST MIDLANDS
REGIONAL EMPLOYMENT LAND SURVEY (RELS)
2009 MANUAL**

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1. Single Site Regional Monitoring Land Availability Surveys

1.1 Purpose of the Surveys

The 'Regional Spatial Strategy Monitoring: A Good Practice Guide' (ODPM December 2005) informs us that the Planning and Compulsory Purchase Act, 2004 (Section 3) requires every Regional Planning Body to make an annual report to the Secretary of State containing information on the implementation of the Regional Spatial Strategy and the extent to which the policies set out in the strategy are being achieved. The results from annual regional land availability monitoring surveys are an integral part of this process and feed directly into the regional Annual Monitoring Report and regional Core Indicators.

- 1.2 The good practice guide further informs us that monitoring is essential to establish what is happening now, what may happen in the future and then compare these trends against existing policies and targets to determine what needs to be done. Monitoring helps to address questions such as: are policies achieving their objectives and in particular are they delivering sustainable development; have policies had unintended consequences; are the assumptions and objectives behind policies still relevant; and are the targets being achieved?

1.3 The Role of Mott MacDonald

Mott MacDonald Limited is contracted to maintain the site level regional monitoring land availability surveys, provides analytical input to the Annual Monitoring Report and Core Indicators, and makes these data and mapping facilities available on Strat-e-gis. Annual updates to the surveys are obtained either directly from all 34 individual local authorities within the West Midlands region or indirectly via the 14 strategic authorities. Survey specifications are revised each year by technical representatives of the Regional Monitoring Officers Group. Forms and layouts are amended by Mott MacDonald. Surveys are disseminated to participants in the first week of April with a first week of August return deadline. Mott MacDonald processes the returned surveys and provides any data analysis required to monitor the Regional Spatial Strategy via the Annual Monitoring Report and Core Indicators.

- 1.4 The site level regional monitoring land availability surveys, which relate to and monitor specific policies in the 'Prosperity for All' chapter of the Annual Monitoring Report are employment land, office developments, retail developments, and leisure developments and hotels. The single site residential land survey relates to 'Communities for the Future', and greenbelt applications, derelict land, waste management facilities, and water quality relate to 'Quality of the Environment'. The policy leads for the three Regional Spatial strategy topics are Birmingham, Worcestershire and Solihull.

1.5 The Regional Employment Land Survey (RELS)

The Regional Employment Land Survey (RELS) is a survey of all scheduled sites of **0.4 hectare and above** (prior to 2002 it was one hectare) in the West Midlands Region. The site size relates to the whole of the development site (gross developable area). A site is scheduled if it is committed for B1 (b), B1 (c), B2, and B8 employment/industrial use through the planning process (i.e. allocated in a Development Plan, has planning permission, a committee resolution or appeal decision). Sites allocated for office B1 (a) use should relate to areas outside city and town centres only.

- 1.6 **Changes to the Survey.** There are no changes to the 2009 RELS monitoring.

1.7 Frequently Asked Questions

How does a site qualify for RELS?

A site qualifies for RELS if it has been committed for B-use development through the planning process. For example, if it has been allocated in a Development Plan, has planning permission, a committee resolution or appeal decision. Participants are asked to include sites from draft development plans or committee resolutions, where a considerable degree of uncertainty exists, so as to identify where sites are entering the pipeline and to gauge the full extent of employment land supply.

What is the size threshold for RELS?

The size threshold for sites entering RELS is 0.4 hectare and over. The site size relates to the whole of the development site (gross developable area). Smaller plots remaining from a larger development site (in excess of 0.4 ha) should continue to be updated even if less than 0.4 hectares. Form 6 is used to record readily available commitments and completions (split by previous use) on sites below the RELS threshold size.

How is the RELS site reference number allocated?

RELS site reference numbers are allocated on an incremental basis either by Motts or the survey participants i.e. use the next available RELS number after the last one used. It is also important that you provide a site user reference number.

How are unit or plot numbers allocated?

Unit or plot numbers are allocated by participants within their updated information. Motts may occasionally generate a number if a site is subdivided where a completion has taken place and a unit number has not been provided.

Do I need to provide a grid reference for each individual unit or plot?

Normally, RELS only asks for a grid reference which represents the centre of the whole site but if that information is available then please include it. Accurate grid references are required for allocating sites to particular policy areas.

Do I need to provide a year of entry to RELS when a site is subdivided?

No, RELS only records the year of entry when the whole site entered the system.

What is a longstanding site?

A longstanding site is a site which has been on the RELS for five years or more where there has been no completed development.

Why are completions monitored in more detail in a separate form?

Form 1 collects and updates information about sites down to a unit or plot level. Form 2 collects and updates information about the site, as a whole. Form 1 currently collects basic information about the completion whereas Form 2 collects more detailed information by use for the whole of the site, including supply by use. It is important that floorspace figures relating to the completion are provided.

2. RELS Database

2.1 Introduction

These notes summarise the data structure and content of the Regional Employment Land Survey (RELS). RELS is based on a survey of all scheduled sites of 0.4 hectare and above (prior to 2002 it was 1 hectare) in the West Midlands Region. Information is provided directly by the fourteen strategic authorities in the region. These comprise the seven Metropolitan authorities, the unitary authorities of Stoke-on-Trent, Telford and Wrekin, and Herefordshire, and the counties of Shropshire, Staffordshire, Warwickshire, and Worcestershire. The database has been held centrally and maintained by Mott MacDonald since 1998 (and formerly by jdt since 1986) and was re-specified in the monitoring year 2002 to comply more with review of Regional Planning Guidance (RPG) and the Regional Spatial Strategy (RSS).

2.2 The RELS database is used to monitor the industrial/employment land portfolio in the region, the effectiveness of the Regional Spatial Strategy policies ('Prosperity for All') and identifies key areas for action. Each year's data is summarized and analysed in the regional Annual Monitoring Report and the Regional Employment Land Study report which is prepared on behalf of the West Midlands Regional Planning Body (RPB). Because RELS allows direct comparison between individual sites, local authority districts and the region, it has been used increasingly at major planning inquiries. However, no individual site data can be released without the express permission of the 'owning' local authority district or county. Equally, care is exercised in providing information to persons who are unfamiliar with RELS owing to the particular definitions used to analyse the data.

2.3 Content

The RELS database contains information about industrial/employment land at the 1st of April each year from 1986 to the present. There were 711 whole sites or 1,004 subdivisions amounting to 2,853 hectares at April 2008. Data are held as two types of variables;

- Input variables, which are obtained from the survey Forms 1, 2 and 3.
- Derived variables which, are obtained from calculations based on the input variables.

2.4 RELS File Structure

RELS comprises four main files;

- **Site file**, which contains the basic site details e.g. site reference, address, grid reference, (parts of Form 1)
- **Update file**, which contains information about each unit/subdivision of the site for each year (most of Form 1)
- **Development file**, which contains information about completed development by use class each monitoring year (parts of Forms 1 and 2)
- **Uses file**, which contains information about proposals by use class for whole sites each monitoring year (part of Form 2)

2.5 RELS File Structure

The boxes below contain the basic input variables of RELS, which are obtained from Forms 1 and 2 of the survey. An additional file (not shown) contains the results from Form 3.

Update File

- Site reference
- Motorway drive time
- Strategic Highway drive time
- Interchange / Bus routes
- Environmental attractiveness
- RSS Employment Land Portfolio
- Policy PA2 Regeneration Zones
- Policy PA3 High Technology
- Policy PA5 Employment Renewal Areas
- RSS Settlement Hierarchy
- Other Strategic Corridor
- Longstanding sites & market testing
- Unit Number
- Area (hectares)
- Ownership
- Planning Status
- Market Status
- Site being actively Marketed
- Physical condition & Service constraints
- Remediation
- Derelict
- Rail Access
- Cross-border provision
- Progress of site

The update file contains other variables such as area definitions and monitoring year indicators.

Site File

- Site reference
- User Reference
- Ibis Reference
- UPRN reference
- Site name
- Address
- Easting
- Northing
- Previous use
- Green Belt

(p) refers to proposed use

(ha.) refers to hectares

Uses file also contains floorspace for completions

Development File

- Site reference
- B1 office (hectares)
- B1 R & D (ha.)
- B1 light industry (ha.)
- B2 general industry (ha.)
- B8 Warehouse/Distribution (ha.)
- B1/2/8 combined (ha.)
- B1/2 combined (ha.)
- B1 combined (ha.)
- Use not known (ha.)
- Area (ha.)
- Floor space (sqm)
- Development agency
- Type of development
-

Uses File:

- Site reference
- B1/B2/B8 (p)
 - Office (p)
 - R&D (p)
 - Light Industry
- B1 (p)
 - Office (p)
 - R&D (p)
 - Light industry (p)
- B2 (p)
- B8 (p)
- Retail (p)
- Leisure (p)
- Residential (p)
- Other (p)
- B1/B2/B8 (ha.)
- B1 (ha.)
- B2 (ha.)
- B8 (ha.)
- Retail (ha.)
- Leisure (ha.)
- Residential (ha.)
- Other (ha.)

3. Description of RELS Variables

Definition of sites to be included in RELS. A site should be included in RELS if it is:

- a) Committed for B1 (b), B1 (c), B2, B8 employment/industrial use through the planning process (i.e. allocated in a Development Plan, has planning permission, a committee resolution or appeal decision). Sites allocated for office B1 (a) use should relate to areas outside city and town centres only, and if it has;
- b) A total site area of 0.4 hectares or over (gross developable area). The site size relates to the whole of the development site. Smaller plots remaining from a larger development (in excess of 0.4 ha) should be included even if less than 0.4 hectares.

3.1 Site Reference. A five figure code. The first two characters refer to the District. The remaining three refer to the site number within the District. The site reference is the next available incremental number.

3.2 User Reference. Your own code for the site. (Optional).

3.3 IBIS Reference. If the RELS site is also a West Midlands Development Agency 'Property Pilot' (formerly IBIS) site then enter the appropriate IBIS reference.

3.4 UPRN Reference (if known) – The Unique Property Reference Number is a nationally unique serial number allocated sequentially to Basic Land and Property Units (BLPU's). Include a temporary UPRN if available.

3.5 Site Name. The known name or marketing name or Property Pilot name of the site.

3.6 Address (include in Gazetteer format if possible).

3.7 Easting. Six figure Ordnance Survey easting grid reference for the centre of site.

3.8 Northing. Six figure Ordnance Survey northing grid reference for the centre of site.

3.9 Entry Year. This is an internal variable used to record when the 'whole' site entered RELS and not when part of the site has been subdivided or extended.

3.10 Motorway Drive Time. This is the off peak drive time in minutes for a heavy goods vehicle to a nearest motorway junction. It refers to 20 mph in an urban area and 30 mph in a rural area.

3.11 'Strategic Highway Network' Drive Time. This is the off peak drive time in minutes for a heavy goods vehicle to a nearest "strategic highway" linking to a motorway. (If less than (2.10)).

3.12 Access to public transport is monitored by two variables;

- a) **Interchange** - Is the site within 800 metres of a railway/metro station or bus interchange? A bus interchange would provide a choice of at least 3 services operating at half hourly intervals during peak times, based on the latest bus timetable at April 2009. Answer YES (code 1) or NO (code 0).

- b) **Bus routes** - Is the site located within 400 metres of a bus route which provides services at half hourly intervals during peak times, based on the latest bus timetable at April 2009. Answer **YES** (code 1) or **NO** (code 0).

3.13 Previous Use of Site. This indicates whether the RELS site is located on greenfield (not previously developed) or brownfield land (previously developed). It is categorised as follows;

Greenfield / Not previously developed (code 1),

Greenfield / Re-use of agricultural building (code 2)

Brownfield / Redeveloped from industry (code 3),

Brownfield / Redeveloped from other (code 4).

3.14 Green Belt. This variable indicates whether the site was in the Green Belt as defined at in the Adopted Local Plan. It is categorised as follows;

Not in Green Belt (code 0),

Statutory Green Belt (code 1),

Area of Development Restraint (code 2). An area of land which has been removed from the green belt and safeguarded for long term development needs.

3.15 Environmental Attractiveness is a measure of the visual attractiveness of the site considered in a regional context. It is categorised as follows;

High occurs mainly in the shire counties. Birmingham Business Park is a Metropolitan example (code 1),

Above average (code 2),

Below average (code 3),

Low relates to sites in generally derelict and despoiled surroundings (code 4).

3.16 Regional Spatial Strategy – Employment Land Portfolio

This is an important part of the site assessment as it relates the characteristics of the site to the RSS employment land portfolio. Classification is mainly based on site size, location and attractiveness to various client groups. It is categorised by six codes;

Regional Logistic Sites (RLS - code 1)

At April 2008 the only RLS in the West Midlands was located at Hams Hall in North Warwickshire. RLS sites should generally be:

- a) large sites in the order of 50 hectares or above;
- b) suitable for B8 warehousing and distribution uses with B1/B2 development not being permitted unless it is demonstrated that this is essential to support the primary purpose of the site;
- c) possess good quality access onto both the regional rail and highway networks;
- d) have easy access to an appropriate labour supply, linked by good quality public transport links, or capable of having such links provided;
- e) served or capable of being served by multi-modal transport facilities and broad band IT infrastructure.

A **yes** answer to the following questions should determine whether the site qualifies as RLS otherwise **no**;

- a) Is the site over 50 hectares in size?
- b) Is the prime purpose of the site intended for B8 warehousing and distribution uses?
- c) Does the site already have access to the rail freight network? If not are such links capable of being provided?
- d) Is the site within either **5** minutes drive time or **5 to 10** minutes drive time of a motorway junction?
- e) Is the site accessible by public transport (i.e. is a bus stop located within 400 metres of the site providing a half hourly service at peak time or at the proposed shift change if known and/or is a railway station or bus interchange located within 800 metres of the site)? If not are such links capable of being provided?
- f) Is broad band IT infrastructure available on the site? If not, is it capable of being provided?
- g) Does the site have access to an appropriate labour supply?
- h) Is the site designated in a Development Plan?

If a site does not meet all of the above criteria but is considered by the Local Authority to be a RLS, the site should be referred to the West Midlands Employment Land Advisory Group for a recommendation (a possible exception to this would be if the site is allocated in a development plan). The information to be made available to the group should include independent market testing of the site.

Major Investment Sites (code 2)

At April 2008 Ansty Park (Rugby) and Wobaston (South Staffordshire) were classified as MIS. Such a site would generally be:

- a) in the order of 50 hectares in size;
- b) of a high quality;
- c) capable of accommodating very large scale investment by single users;
- d) served or capable of being served by multi-modal transport facilities and broad band IT infrastructure;
- e) well related to motorway and trunk road network but avoiding sites immediately adjacent to motorway junctions where this is likely to exacerbate congestion problems;
- f) located in areas close to a large pool of labour with employment needs;
- g) accessible to effective education and training opportunities to ensure that the employment benefits are available to the local workforce.

A **yes** answer to the following questions should determine whether the site qualifies as MIS otherwise **no**;

- a) Is the site over 50 hectares in size?
- b) Is the site intended to accommodate very large scale investment by a single large organisation?
- c) Is it a high quality site (subject to market testing)?

- d) Is the site accessible by public transport (i.e. is a bus stop located within 400 metres of the site providing a half hourly service at peak time or at the proposed shift change if known and/or is a railway station or bus interchange located within 800 metres of the site)? If not are such links capable of being provided?
- e) Is broad band IT infrastructure available on the site? If not, is it capable of being provided?
- f) Is the site within either **5** minutes drive time or **5 to 10** minutes drive time of a motorway junction?
- g) Is the site within a regeneration zone, adjacent to a regeneration zone or easily accessible to a regeneration zone by public transport?
- h) Is the site accessible to effective education and training opportunities?
- i) Is the site designated in a Development Plan?

If a site does not meet all of the above criteria but is considered by the Local Authority to be a MIS, the site should be referred to the West Midlands Employment Land Advisory Group for a recommendation (a possible exception to this would be if the site is allocated in a development plan). The information to be made available to the group should include independent market testing of the site.

Regional Investment Sites (code 3)

At April 2008 RIS were located at Birmingham Business Park (Solihull), Blythe Valley Park (Solihull), Wolverhampton Business Park (Wolverhampton) and Trentham North and South, and Golden Ironworks (Stoke-on-Trent), Blythe Bridge (Staffordshire Moorlands), Chatterley Valley (Newcastle-under-Lyme), Wobaston Road (South Staffordshire) and Hilton Cross (South Staffordshire), and Nobold Business Park (Shrewsbury). Such sites would generally be:

- a) between 20-50 hectares in size;
- b) restricted to high quality developments falling within Class B1 use. High quality developments within Class B2 would also be permissible in the Black Country and North Staffordshire;
- c) of a high quality attractive to national and international investors;
- d) served or capable of being served by multi-modal transport facilities and broad band IT infrastructure;
- e) well related to the Motorway and Trunk Road network;
- f) located within, or close to, areas of greatest need;
- g) accessible to effective education and training opportunities to ensure that the employment benefits are available to the local workforce.

A **yes** answer to the following questions should determine whether the site qualifies as RIS otherwise **no**;

- a) Is the site between 25-50 hectares in size?
- b) Is it a high quality site (subject to market testing)?
- c) Is it restricted to high quality developments falling within Class B1 use? High quality developments within Class B2 are also permissible in the Black Country and North Staffordshire.
- d) Is broad band IT infrastructure available on the site? If not, is it capable of being provided?

- e) Is the site within either **5** minutes drive time or **5 to 10** minutes drive time of a motorway junction?
- f) Is the site within a regeneration zone, adjacent to a regeneration zone or easily accessible to a regeneration zone?
- g) Is the site accessible by public transport (i.e. Is a bus stop located within 400 metres of the site providing a half hourly service at peak time or at the proposed shift change if known and/or is a railway station or bus interchange located within 800 metres of the site)? If not are such links capable of being provided?
- h) Is the site accessible to effective education and training opportunities?
- i) Is the site designated in a Development Plan?

If a site does not meet all of the above criteria but is considered by the Local Authority to be a RIS, the site should be referred to the West Midlands Employment Land Advisory Group for a recommendation (a possible exception to this would be if the site is allocated in a development plan). The information to be made available to the group should include independent market testing of the site.

Sub-regional employment sites (code 4). These types of sites would generally be:

- a) between 10 to 20 hectares in size in sustainable urban locations including market towns;
- b) high quality attractive sites;
- c) of a potential to meet cluster priorities and local need;
- d) suitable to attract clients with an international/national/regional choice of location;
- e) located on or have direct link to the Strategic Highway Network and be well served, or capable of being well served by public transport.

A **yes** answer to the following questions should determine whether the site qualifies as Sub-regional otherwise **no**;

- a) Is the site between 10 to 20 hectares in size?
- b) Is the site located within the urban area?
- c) Does the site have a direct access or direct link to the strategic highway network?
- d) Is the site accessible by public transport (i.e. Is a bus stop located within 400 metres of the site providing a half hourly service at peak time or at the proposed shift change if known and/or is a railway station or bus interchange located within 800 metres of the site)? If not are such links capable of being provided?
- e) Is it a high quality site (subject to market testing)?
- f) Does the site have potential to form part of a target cluster?
- g) Is the site designated in a Development Plan?

Good Quality Employment Sites (code 5). These types of sites would generally be:

- a) sized 0.4 hectares and over;
- b) suitable for locally based firms wishing to expand/relocate;
- c) unlikely to attract inward investment but capable of commanding local speculative private interest;

A **yes** answer to the following questions should determine whether the site qualifies as Good Quality otherwise **no**;

- a) Is the site over 0.4 hectares in size?
- b) Is the site suitable for locally based firms and capable of attracting speculative private interest?

Other Local Sites over 0.4 hectares in size (code 6). These types of sites would generally be:

- a) sized 0.4 hectares and over;
- b) sites without particular attributes, capable of development but less likely to attract speculative private investment.
- c) capable of meeting the needs of particular firms.

A **yes** answer to the following questions should determine whether the site qualifies as Other Local otherwise **no**;

- a) Is the site over 0.4 hectares in size?
- b) Is the site suitable for only marginal or bad neighbour activities and unlikely to attract speculative private investment?

3.17 Relationship to RSS Policies are monitored by the following variables;

Policy PA2 Regeneration Zones – Is the site within a Regeneration Zone? If **YES** please refer to the attached maps in Appendix 4 which illustrate each of the 6 regeneration zones identified in the RSS Review. If **NO** please enter the code 0. The Regeneration Zones are as follows;

East Birmingham and North Solihull (code 1)

North Black Country and South Staffordshire (code 2)

North Staffordshire (code 3)

Coventry and Nuneaton (code 4)

West Birmingham and South Black Country (code 5)

The Rural Regeneration Zone (code 6)

If the site is in a Regeneration Zone is it within a target/priority area? If **YES** use code 1.

Policy PA3 High Technology Corridors – Is the site within a High Technology Corridor? There is no definitive boundary for the corridors but Appendix 5 illustrates the areas. If **NO** please enter the code 0. If **YES** does it fall within the following corridors;

The Central Technology Belt (code 1)

Coventry – Solihull – Warwick (code 2)

Wolverhampton – Telford Technology Corridor (code 3)

If the site is within a corridor is it one of the following:

Within an urban area identified as a node on the RSS spatial strategy diagram? (code 1)

Edge of an urban area identified as a node on the RSS spatial strategy diagram? (code 2)

Other (code 3).

(Sites within a corridor are most likely to be within or on the edge of an urban area).

Other Strategic Corridors - Is the site within the A49 corridor in the rural west of the Region? If **YES** is the site:

Within an urban area identified as a node on the RSS spatial strategy diagram? (code 1)

Edge of an urban area identified as a node on the RSS spatial strategy diagram? (code 2)

Other (code 3).

(Sites within the A49 Corridor are most likely to be within or on the edge of an urban area)

Policy PA5 Employment Areas in need of renewal - Does the site lie within an employment area in need of renewal? **YES** (code 1) or **NO** (code 0). If yes please identify which area. Employment areas in need of renewal target worn out and untidy employment areas and should be identified in Development Plans.

RSS Settlement Hierarchy – Is the site within the urban area boundary of (this would include sites removed from the Green Belt such as Blyth Valley Business Park). Please code as follows

- 1 **A major urban area** (as defined in RSS Spatial Strategy Diagram).
The MUAs are Birmingham, The Black Country, Coventry, and North Staffordshire.
- 2 **Settlements of significant development** (for example, Burton-on-Trent, Hereford, Nuneaton/Bedworth, Redditch, Rugby, Shrewsbury, Stafford, Telford, Warwick/Leamington, and Worcester).
- 3 **Other urban areas** (for example, Stratford-upon-Avon, Bromsgrove, Tamworth, Kidderminster, Cannock, Lichfield, and Rugeley), including market towns.
- 4 **Rural areas**

Please code sites which are **not in hierarchy** as 0.

3.18 Longstanding Sites and Market Testing.

Has the site been identified as a **longstanding** employment site? **YES** (code 1) or **NO** (code 0). This type of site has been on the RELS for five years or more where there has been no completed development.

(A list of longstanding sites, based on particular criteria, is included in Appendix 6)

If the answer is **yes**, has it been subject to an independent market assessment? If yes, when and by whom?

Following the market assessment has the site been retained in employment use? **Yes** or **No**.

If an independent market assessment has not been carried out, what are the reasons for this?

3.19 Unit. The whole site may be split up into a number of sub-sites.

- 3.20 Area** relates to each unit in hectares. The area of each unit should reflect the changes that have or may not have occurred at the current monitoring year. The area should be defined as gross area, which includes on site landscaping and infrastructure. If the site is a new site the gross area of the site should also be included either as a whole site or sub-sites if the site has been split up on entry to RELS. Please note that 3.29 asks for completed development on the whole of the site in that year by type of use in hectares and associated floor space (square metres).
- 3.21 Ownership.** See Appendix 3 for summary of codes.
- 3.22 Planning Status.** This indicates the position of the site within the planning process. It is categorised as follows;
- Completed** (code 1),
 - Under construction** (code 2),
 - With planning permission not started** (code 3),
 - Adopted UDP or Local Plan** (code 4),
 - Other committee resolution** (code 5)
 - Supplementary Planning Guidance** (code 6),
 - Draft development plan or committee resolution where a considerable degree of uncertainty exists** (code 7).
- The purpose of category 7 is to try and identify where sites are entering the pipeline but where a considerable degree of uncertainty still exists.
- 3.23 Market Status.** This provides an indication of the availability in market terms of the site to a potential purchaser. It is categorised as follows;
- On market, serviced** i.e on the market and with services available (including on-site, if necessary for development) or with premises under construction (code 1),
 - On market, unserviced** i.e. on the market, unprepared for development (code 2),
 - Willing seller** i.e. not on the market, but owner believed likely or known to be a willing seller (code 3),
 - Not on the market** (code 4),
 - Firm to retain** i.e. not on the market because firm intends to retain for development purposes (code 5),
 - Not for sale** i.e. not on market, and owner believed to be unwilling to develop, or sell for development (code 6).
- Note.** Local Authority owned sites should not be in categories 4 or 6.
- 3.24 Site being actively marketed.** This is an assessment of the availability of the site in economic development terms. It indicates that the owner is making a reasonable effort to bring the site into productive use. For Sale signs or media advertising, for example, may indicate that the site is being actively marketed. An economic development colleague should be able to advise on this matter. Please answer **YES** (code 1) or **NO** (code 0).
- 3.25 Physical Condition and Service Constraints.** This is measured in the following way;

No problems likely to delay or discourage development. Usually (but not necessarily) with planning permission (code 1),

Minor problems i.e. outstanding problems are few and essentially minor in nature: unlikely to warrant grant aid or public sector intervention to ensure development (code 2). Examples of minor infrastructure problems would be sites where direct access can be provided without significant alterations to the existing road network.

Major problems of physical condition OR infrastructure i.e. major improvements required to physical condition or service provision before the site could be regarded as readily available. Land reclamation may be required. Public sector intervention or investment is necessary to ensure site development (code 3). Examples of major infrastructure problems would include sites where a new access road is required together with significant improvements to the existing highway network.

Major problems of physical condition AND infrastructure i.e. major physical and infrastructure deficiencies to be overcome, but site potentially developable. Public sector intervention or investment necessary to ensure site development (code 4),

Severe problems i.e. severe physical and/or infrastructure problems (code 5).

Remediation work If known, what is the timescale for overcoming the constraints with remediation work?

0-2 years (code 1)

3-5 years (code 2)

Remediation work not programmed (code 3)

3.26 Derelict Land. Is the site or sub-site Statutory Derelict at April 2009. Derelict land is land which has been damaged by industrial or other development and which is incapable of beneficial use without treatment. Answer **YES** (code 1) or **NO** (code 0).

3.27 Rail Access. This determines whether a site has access to the rail network for rail freight use. Potential for rail freight use may depend upon whether a site is adjacent to private sidings or a rail terminal. For example, a site may be close enough to an existing operational railway for sidings to be provided (additional infrastructure such as a hard standing area or platform would allow forklift trucks to load or unload wagons). It is categorised as follows;

Site with operational rail connection (code 1),

Site with redundant/mothballed rail connection (code 2),

Site with potential for rail connection (code 3),

Site with no potential for rail connection (code 4).

3.28 Cross-border provision. The employment land targets expressed in the RSS Preferred Option have some cross border provision. This variable monitors whether the allocation of a local authority is held within another local authority's area. For example, for Redditch some of the allocation may be provided in Bromsgrove or Stratford. Please enter the code of the district who owns the cross-border allocation (see Appendix 3). Otherwise leave it blank.

3.29 Progress of Site. This is an internal which records the progress of the site. A site which is still current and uncompleted, and requires to be updated is coded 0. A site which is new to RELS within the new monitoring year is coded 1. A completion is coded 2 and reallocations 3 to 10. Sites on RELS are updated until they are completed or reallocated. If some or all development

on the site has been completed in the 12 months to April 2009 then this should be apparent from the Planning Status code you return on **Form 1**. If the following have occurred in the 12 months to April 2009 then please code as below;

Current (code 0)

New site (code 1)

Completed (code 2)

Reallocated, proposed use not known (code 3),

Reallocated to Residential use (code 4),

Reallocated to Retail use (code 5),

Reallocated to Business or Commercial use - use of a site for offices should not be seen as a reallocation, unless within a town or city centre (code 6),

Reallocated to Open Space (code 7),

Reallocated to Other Specified Use (code 8),

Site Redefined - No longer a viable site due to extraneous factors eg new road alignment (code 9),

Reallocated to Leisure use (code 10).

Note. "Reallocation" is not mentioned on Form 1 It is, however, necessary to monitor reallocations to understand the "flow" and changing nature of industrial land. If a site has been reallocated please indicate the proposed use clearly on Form 1.

Completed development. Information is required about completed development on all RELS sites. Details of completions by use class are required for Form 2. Please give details for the following on Form 1;

Floorspace developed during 12 months to April 2009 (square metres)

Area developed during 12 months to April 2009 (hectares)

Development agency. The balance between private and public sector is dependent on total contributions to site development; this should include land reclamation costs even if the site was not developed immediately after reclamation.

Wholly Private Sector (code 1),

Public / Private Sector Partnership (code 2),

Wholly Public Sector (code 3).

Type of Development:

Purpose Built Design - for specific clients (code 1),

Speculative (code 2),

Mixed (code 3).

Note that **Form 2** monitors proposed uses and completed development of all uses on whole RELS sites. Industrial land development in RELS relates mainly to completed development for industrial uses (B1, B2 and B8). Completed development of retail, leisure and other uses, if not already 'picked up' by other monitoring databases, are viewed as non-industrial completions, for the purposes of RELS, and are often treated as reallocations.

3.30 Loss of Industrial Land on Sites other than RELS (Form 3)

In order to provide a full picture of the rate at which industrial land is being lost to competing uses, it is also necessary to provide data on sites lost to other uses which are not RELS sites. A new form (formerly Form 4) was added to the RELS survey during the 2004 monitoring year to achieve this and there is now four year's worth of data available for analysis. On this form, please list **all other non-RELS sites which were formerly in employment use for which a commitment was made during the 2008/2009 monitoring year to develop the site for non-employment uses** (Section 4 contains guidance). The sites should be **larger than 0.4 hectares** and the previous use should accord with that outlined in 3.13 of this specification. Please give information on the following eight variables:

1. Site Name:

2. Address:

3. Grid Reference: Easting & Northing

4. Area: (gross area in hectares in **excess of 0.4 hectares**)

5. Existing use:

6. Greenfield or brownfield site:

7. Proposed use:

Residential (code 1)

Retail (incl. Club warehouse) (code 2)

Leisure (code 3)

Open space (code 4)

Other (please specify) (code 5)

8. RSS Employment Land Portfolio:

If the site had been retained in employment use, what category of the RSS employment land portfolio would the site fall into?

Major Investment Site (code 1)

Sub-Regional Investment Site (code 4)

Regional Investment Site (code 2)

Good Quality Sites (code 5)

Regional Logistic Site (code 3)

Other Local Sites (code 6)

3.31 Small Sites (Form 6)

The RSS 'Good Practice Guide' suggests that monitoring should extend to all developments and not just those above a certain threshold. The West Midlands Annual Monitoring Report (AMR) concentrates on developments of more strategic importance, whereas individual local authority AMRs report on all local developments. It has been decided that the 0.4 hectare threshold for RELS will be maintained for the present.

However, RELS participants are asked again for additional information on small sites at a local authority district level in order to reconcile differences in figures between the two types of AMR reports. **Total commitments, readily available commitments and completed development split by previous use** are asked for on Form 6. These must relate to **B use employment sites smaller than 0.4 hectares which do not qualify for RELS or have never been on RELS**; and exclude those sites already described in 3.30 above.

4. Guidance Notes on Completion of RELS 2009 Returns

- 4.1** The monitoring year 2007 was the first time that all participants completed the RELS survey electronically. The transition from paper to electronic returns is still progressing and the aim has been to keep things simple within a spreadsheet format that all users are familiar with. Participants receive an email consisting of an Excel file and a PDF file, which contain the necessary data and guidance notes to complete the 2009 monitoring. The updating procedure basically involves highlighting variables that need to be amended or records that need to be inserted or deleted with appropriate explanations in the comments column.
- 4.2** Current sites, which need to be updated from 2008 to 2009, are laid out in worksheets ('Form 1' and 'Form 2') in a flat record structure. The variable column headings within worksheets 'Form 1' and 'Form 2' contain descriptions and codes (just point the cursor at each variable column heading to obtain them or consult section 3 in this manual). The listing below gives a brief description of each worksheet.
- 4.3** The Excel file contains the following worksheets:

Form 1: Current sites existing at April 2008 which need to be amended to the year 2009.

Form 2: Proposed (uncompleted) uses on current sites at April 2008 which need to be updated to the year 2009 and completed uses on sites during the 2009 monitoring year. Information relating to new sites which you have entered on 'Form 1' also need to be inserted into this worksheet.

Form 3: Monitors the loss of industrial land on non-RELS sites to non-employment uses (3.30).

Form 4: Employment Land Profile from a planning perspective ('shire counties' only need to provide a county return).

Form 5: Employment Land Profile from a marketing / economic development perspective (ditto 'Form 4').

Form 6: Small sites land supply and development summary. A district total is required for small B use employment sites under 0.4 hectares not presently or previously associated with RELS (see 3.31).

'Form 1' relates to **units** and **whole sites** whereas **'Form 2'** relates to **whole sites**. **'Form 3'** relates to **whole sites**. **'Forms 4 and 5'** relate to the **district** or **county**. **'Form 6'** relates to the **district**, as a whole.

Updating Form 1 (sub-site data)

- 4.4** Worksheet 'Form 1' is used to update information on existing RELS sites at April 2008 and for entering information about new sites (at April 2009 which were not current at 2008). Records take the form of single sites or multiple plots within sites. **'Form 1' provides most of the information for the RELS survey and requires to be amended first.** The column headings in Row 3 of the worksheet are numbered and correspond to the variable descriptions in the RELS manual. Otherwise, point the cursor at each one and the codes and description will be displayed. You are asked to update the information in each RELS record in 'Form 1' in the following way;

- a) Update each of the records clearly **annotating where any changes** have occurred including completed development. If there have been changes relating to a complicated site, please add a commentary to the comments column.
- b) Indicate total hectares and square metres in the appropriate columns when a completed development has occurred. **Change all the necessary variables** (i.e. planning status, market status, physical conditions, progress of site etc) and also development agency and type.
- c) **Highlight** any records which need to be deleted or insert any additional plots to an existing record, using **colour coding**. Highlight as **'bold'** any variables which need to be amended. Use **'blue'** to annotate amendments, **'red'** to indicate new sites, and a **strike-through** to show deleted sites or units.
- d) Add **'No change'** in the **comment column** if there has been no change, **'Completion'** if there has been a completion, **'Reallocation'** if there has been a reallocation.
- e) If an existing site is subdivided into units/plots then do not record these as new sites.
- f) The updated information in 'Form 1' must also be amended in 'Form 2'.
- g) Insert information about **new sites** (0.4 hectare & over) entering the system at April 2009 as new records in 'Form 1'. Insert these after the existing sites. New sites must be given a RELS and user reference number. Please use the next available highest site number according to your records and this will be checked later. Also add new records to 'Form 2'.

Example 1: Site 71017 Battery Farm, Hen Lane.

Amendment: part of site has been granted planning permission (site area unchanged).

Action: Insert a blank row below unit 1 of site 71017 and duplicate the entire record onto this blank row as Unit 2. Change the appropriate variables which require to be changed i.e. unit number, hectare, planning status, market status, derelict status, etc and highlight them as **'blue'** and **'bold'**. The original site area was 6.66 hectare. Therefore, adjust the Unit 1 hectare total to 5.66 and the Unit 2 hectare total to 1.00, which has received the planning consent (3). If the uncompleted use has changed then adjust 'Form 2' too.

Example 2: Site 71025 Anthea Turner Road, Tysley.

Amendment: Site has now been completely developed in 2008/09.

Action: Change the appropriate variables which require to be changed and make them **'blue'** and **'bold'** i.e. planning status (1) and progress of site (2). Remember to adjust 'Form 2' too, i.e. the uncompleted use will now be zero and the completed use will now be 1.01 hectare. This site will no longer be a current one.

Example 3: Site 71030 Aston Rocket Science Park.

Amendment: This site should not have been allocated to RELS in the last year.

Action: Remove the site. Highlight the whole record with a colour or use a strikethrough and add a comment in the comment field. Remember to remove the site from the 'Form 2' too.

Updating Form 2 (whole site data)

4.5 Worksheet 'Form 2' is designed to monitor land use proposals and completed development on whole RELS sites (whereas 'Form 1' deals with sub-site data). The records in the spreadsheet relate to uncompleted uses and uncompleted areas at April 2008 and will need to be updated if the situation has changed in 2009. It is very important that floorspace figures are provided where completions have occurred during the 2009 monitoring year, including splits by use class. Any new records for 2009 will have to be added to the file. The use categories are B1/B2/B8, B1, B2, B8, retail, leisure, residential, and other. B1/B2/B8 can also refer to general employment use. Retail is designed to pick up retail parks/warehouses and club warehouses, and may include car showrooms. Leisure relates to sports centres and cinema complexes. The updating procedure is as follows;

- a) **Update** any proposed uses or proposed hectares on each existing site at April 2009 (i.e. uncompleted sites), and **indicate** in the appropriate hectares and square metre floorspace columns where there has been completed development.
- b) **Insert** information about new sites (0.4 hectare & over) entering the system at April 2009, as new records below the existing ones.
- c) **Indicate** in the worksheet whether B1 use or B1/2/8 combined proposed use is 'Office', 'R&D' or 'Light Industry' if specified in the application/permission.
- d) If a proposed use is for a combined B1, B2 and B8 then select B1/B2/B8, and if it is for B1 only then select B1. Please give the size of area (hectares) affected by each of the activities. If the area is difficult to obtain please provide an estimate if possible. The total refers to the total area outstanding at each site and should be consistent with worksheet 'Form 1'. For example, the totals in the proposed uses/completed development in 'Form 2' should match up with totals in the 'Form 1'. The sum of the units/plots will not always equal the overall site area. If you do not have any information about the activities then include a total only.

Example 1: Site 71017 Battery Farm, Hen Lane.

Amendment: part of site has been granted planning permission (site area unchanged).

Action: The site area (split into 2 units on 'Form 1') is unchanged, and is recorded on 'Form 2' as one record. B128 is still 'Yes' and B128 area equals 6.66 ha., and the site area total equals 6.66 ha. There are no completions to record in Columns X to AQ.

Example 2: Site 71025 Anthea Turner Road, Tysley.

Amendment: Site has now been completely developed in 2008/09.

Action: Delete 'Yes' from Column D (B128 proposed use) and delete 1.01 ha. from Column L (B128 area). Adjust the site area total (Column T) to zero. Insert the 1.01 ha. as a B128 completion (Column AC) and the overall total in Column AG. Insert the B128 floorspace figure in Column AM and the overall floorspace total in Column AQ.

Example 3:

Amendment: 'Form 1' site was formerly 5.00 ha. on 2 units/plots in 2008. This now comprises 3 units/plots – Units 1 and 2 (uncompleted) and Unit 3 (formerly part of Unit 2) completed in 2008/09.

Action: All information is updated as one record for the whole of the site, and not individual records for each unit/plot. Unit 1 is unchanged at 2.00 ha. and still proposed for B8 use. Therefore, 'Yes' in Column G and 2.00 ha. in Column O.

Unit 2 is now 2.00 ha. and still proposed for B2 use. Therefore, 'Yes' in Column F and 2.00 ha. in Column N. The overall uncompleted site area total in Column T should be 4.00 ha. (sum of Units 1 and 2).

Unit 3 in 'Form 1' records the completion (1.00 ha. B2 use). Enter this information in Columns AA (B2 use) and AG (Total), and Columns AK (B2 use floorspace) and AQ (Total floorspace). The totals in 'Form 2' should correspond with the equivalent site in 'Form 1'.

Updating Form 3 (non-RELS sites)

4.6 Worksheet 'Form 3' monitors the loss of other B-use employment sites to competing uses. It requires you to provide information relating to **sites other than RELS, which were formerly in employment use for which a commitment was made during the 2008/2009 monitoring year to develop the site for non-employment uses**, for each local authority at a site level. The sites should be **greater than 0.4 hectares** and the previous use of the site should accord with that outlined in the RELS manual.

- a) Please insert the new records for 2008/2009 into worksheet 'Form 3'. Section 3.30 of this manual outlines the variables required. If there are none of these sites in 2009 then annotate the worksheet – '**No sites this monitoring year**'.

Updating Forms 4 and 5 (commentaries)

4.7 Form 4 requires you to provide a very brief narrative description of the industrial land supply from a planning perspective (local authority or if a shire county then a county return only). It would be helpful to start with the **current position**, for example, an overview of supply (amount, size, distribution, availability, quality, constraints, market sector, previous use as appropriate), and then identify or describe key sites or concentrations. Please describe **recent changes and developments** over the past 3 to 4 years and in the past year (overall net change, reallocations, development/take-up, new land). Could you provide a brief summary of the **pipeline**, for example, those sites entering RELS by draft development plan or committee resolution where a considerable degree of uncertainty exists. Finally, recount any **major issues**, such as shortages and forthcoming changes (new proposals, development plans, inquiries etc); major losses and appeal decisions; 'B1' developments and similar issues; constraints, reclamation/treatment, ownership/market issues. Could you please indicate whether 'Employment Areas in need of Modernisation and Renewal' have actually been designated in your local authority area.

4.8 Form 5 requires you to add a commentary from the marketing/economic development perspective of the local authority or county. Please hand over 'Form 5' to a contact in Economic Development so they can assess the industrial land supply.

Updating Form 6 (small sites)

4.9 Worksheet 'Form 6' (formerly 'Form 7') was introduced to RELS in 2007 to ask for additional information on small sites at a **local authority district level** in order to reconcile differences in figures between the two types of AMR reports. It required you to provide

total supply and completions relating to small **B use employment sites under 0.4 hectares** not presently or previously associated with RELS at a local authority level only.

4.10 This year participants are asked to provide figures for total commitments, readily available commitments (hectares) and completed developments split by previous use (greenfield/brownfield) for these type of small sites. It is important that floorspace figures are returned for the completions.

Layout of worksheet ‘Form 1’

WEST MIDLANDS EMPLOYMENT LAND SURVEY 2009 FORM 1																					
CURRENT SITES AT APRIL 2008 TO BE AMENDED TO APRIL 2009 AND NEW SITES																					
Point your cursor at each variable heading to obtain description & codes																					
3.1	3.2	3.4	3.5	3.6	3.7	3.8	3.9	3.10	3.11	3.12	3.12	3.13	3.14	3.15	3.16	3.17	3.17	3.17	3.17	3.17	3.17
SITE REF	USER REF	UPRN REF	SITENAME	ADDRESS	EASTING	NORTHING	ENTRY YEAR	HWAY TIME	STRATEGIC HIGHWAY DT	INTERCHANGE	BUS ROUTES	PREVIOUS USE	GREEN BELT	ENVIRONMENT ATTR	RSS EMPLOY LAND PORTFOLIO	REGENERATION ZONES	TARGET/PRIORITY	HIGH TECH CORRIDORS	HIGH TECH URBAN	OTHER STRATEGIC	OTHER STRATEGIC URBAN

JB/LJ/246232/MM01_RELS/2009
Original data supplied to ITB Mott MacDonald by XXXX, XXXX Council

District Name

***** EXISTING SITES *****

71001	id1989001		WEST END BUSINESS PARK	WEST END BUSINESS PARK	BIRMINGHAM	404401	288829	89	6	0	1	1	4	0	3	5	5	9	0	9	0	9
71012	id1993012		DOWNSTREAM	470 DORSE DOWNSTREAM	470 DORSET STREET	409025	288090	93	5	0	0	1	4	0	4	5	1	9	0	9	0	9
71017	id1998017		BATTERY FARM	HEN LANE	BATTERY FARM HEN LANE	404120	283053	98	15	0	1	1	3	0	3	4	5	9	1	9	0	9
71020	id2001020		OAK WOOD BUSINESS PAR	OAK WOOD BUSINESS PARK		400100	282460	01	12	0	0	1	3	0	1	4	0	9	0	9	0	9
71025	id2004025		ANTHEA TURNER ROAD	TYANTHEA TURNER ROAD	TYSLEY BIRMINGHAM	411395	284300	04	13	0	1	1	3	0	4	4	1	9	0	9	0	9
71030	id2005030		ASTON ROCKET SCIENCE	PASTON ROCKET SCIENCE PARK	BIRMINGHAM	407666	287999	05	2	0	0	1	3	0	2	4	1	9	1	9	0	9
71031	id2008999		THE TOON	KEVIN KEEGAN WALK		412999	286999	06	10	0	0	1	4	0	4	6	0	9	0	9	0	9

***** PLEASE INSERT NEW SITES HERE *****

3.17	3.17	3.18	3.18	3.18	3.19	3.20	3.21	3.22	3.23	3.24	3.25	3.25	3.26	3.27	3.28	3.29	3.29	3.29	3.29	3.29	COMMENT
EMPLOYMENT RENEWAL AREA	SETTLEMENT HIERARCHY	LONGSTANDING SITE	INDEPENDENT MKT ASSESS	RETAINED IN EMP USE	UNIT	HECTARE	OWNER	PLANNING STATUS	MARKET STATUS	ACTIVELY MARKETED	PHYSICAL CONDITIONS	REMEDATION WORK	DERELICT STATUS	RAIL ACCESS	CROSS-BORDER PROVISION	PROGRESS of SITE	COMP DEV 2007-08 (SQM)	COMP DEV 2007-08 (HA)	DEVELOP AGENCY (2007-08)	DEVELOP TYPE (2007-08)	

9	1	1	9	9	1	5.03	3	4	1	0	2	9	0	4	0	0	0	0	0	0	CURRENT
9	1	0	9	9	5	0.90	11	3	2	1	1	9	0	4	0	0	0	0	0	0	CURRENT
9	1	1	9	9	1	6.66	25	4	3	0	4	9	1	3	0	0	0	0	0	0	CURRENT
9	1	0	9	9	7	1.75	3	3	1	1	1	9	0	4	0	0	0	0	0	0	CURRENT
9	1	0	9	9	1	1.01	25	3	2	1	1	9	0	4	0	0	0	0	0	0	CURRENT
9	1	0	9	9	1	0.45	3	3	3	1	2	9	1	4	0	0	0	0	0	0	CURRENT
9	1	0	9	9	1	2.50	30	5	4	0	3	9	0	3	0	0	0	0	0	0	CURRENT

The above is a layout of worksheet ‘Form1’. Variables 3.17 to 3.29 continue across the worksheet as a single record but are represented separately here for space reasons. Please see section 3 for a description of the variables and section 4 for user guidance.

Layout of worksheet 'Form 2'

WEST MIDLANDS EMPLOYMENT LAND SURVEY 2009			FORM 2															JB/LJ/246232/MM01_RELS/2009				
PROPOSED USES AT APRIL 2008 TO BE AMENDED TO APRIL 2009 AND NEW SITES																		Original data supplied to ITB Mott MacDonald by XXXX, XXXX Council				
<i>Point your cursor at each variable heading to obtain description & codes</i>																						
SITE	USER	SITENAME	PROPOSED SUPPLY OF LAND BY USE, 2009 (EXCLUDING COMPLETIONS IN 2009)															B1 USE (if known)				
			INDICATE IF PROPOSED IN 2009												PROPOSED AREA (HECTARES)			OFFICE	R & D	LIGHT		
			B1/2/8	B1	B2	B8	RETAIL	LEISURE	RESIDENTIAL	OTHER	B1/2/8	B1	B2	B8	RETAIL	LEISURE	RESIDENTIAL	OTHER	ALL	OFFICE	R & D	LIGHT

District Name

***** EXISTING SITES *****

71001	id1989001	WEST END BUSINESS PARK	Yes	Yes							1.22	3.81							5.03			
71012	id1993012	DOWNSTREAM 470 DORSET ST		Yes									0.90						0.90			
71017	id1998017	BATTERY FARM HEN LANE	Yes							6.60									6.60			
71020	id2001020	OAK WOOD BUSINESS PARK	Yes							1.75									1.75	Yes	Yes	Yes
71025	id2004025	ANTHEA TURNER ROAD TYSLE'	Yes							1.01									1.01			Yes
71030	id2005030	ASTON ROCKET SCIENCE PARK	Yes							0.45									0.45		Yes	
71031	id2008999	THE TOON	Yes							2.50									2.50			

***** NEW SITES *****

COMPLETIONS (hectares)										COMPLETIONS (sq metres)										COMMENT
HECTARES COMPLETED IN THE 12 MONTHS UP TO APRIL 2009										FLOORSPACE COMPLETED IN THE 12 MONTHS UP TO APRIL 2009										
OFFICE	R & D	LIGHT	B2	B8	B1/2/8 combined	B1/2 combined	B1 combined	NOT SPECIFIED	TOTAL	OFFICE	R & D	LIGHT	B2	B8	B1/2/8 combined	B1/2 combined	B1 combined	NOT SPECIFIED	TOTAL	

The above is a layout of worksheet 'Form2'. All the variables continue across the worksheet as a single record but are represented separately here for space reasons. Please see section 4 for user guidance and examples.

Layout of worksheet 'Form 3'

WEST MIDLANDS EMPLOYMENT LAND SURVEY 2009 FORM 3
NON-RELS SITES FORMERLY IN EMPLOYMENT USE BUT COMMITTED
FOR NON-EMPLOYMENT USES DURING 2008/2009 (0.4 HA & OVER)

JB/LJ/246232/MM01_RELS/2009
 Original data supplied to ITB Mott MacDonald by XXXX, XXXX Council

Point your cursor at each variable heading to obtain description & codes

NR.LSREF	USER REF	MONITORING YEAR	SITENAME	ADDRESS	EASTING	NORTHING	HECTARE	EXISTING USE	EXIST COMMENT	PREVIOUS USE	PROPOSED USE1	PROPOSED USE2	PROPOSED USE3	RSS EMPLOY LAND PORTFOLIO	COMMENT
----------	----------	-----------------	----------	---------	---------	----------	---------	--------------	---------------	--------------	---------------	---------------	---------------	---------------------------	---------

District Name

***** NEW SITES in 2009 *****

NR99023	2009	ALAN SHEARER DRIVE	777777	777777	0.50	B2	General industr	Brownfield	Residential	Other Local
NR99024	2009	RUE DE REMARQUES	888888	888888	0.75	B2	General industr	Brownfield	Residential	Other Local
NR99025	2009	HAVERFORDWEST WASWON	999999	999999	1.20	B2	General industr	Brownfield	Retail	Other Local

The above is a layout of worksheet 'Form3'. Please see section 3 for a description of the variables and section 4 for user guidance.

Layout of worksheet 'Form 6'

WEST MIDLANDS EMPLOYMENT LAND SURVEY 2009 - FORM 6		
SMALL SITES LAND SUPPLY AND DEVELOPMENT SUMMARY (under 0.4 hectare in size)		
DISTRICT	
	Hectares at April 2009	Floorspace (sqm) in the year to April 2009
TOTAL COMMITMENTS (below 0.4 ha)	
READILY AVAILABLE COMMITMENTS (below 0.4 ha)	
TOTAL COMPLETIONS (below 0.4 ha)
COMPLETIONS (below 0.4 ha) ON GREENFIELD SITES
COMPLETIONS (below 0.4 ha) ON BROWNFIELD SITES
<p><i>Small sites are B use employment sites smaller than 0.4 hectares which did not qualify for RELS during the 2008/2009 monitoring year or have never been on RELS. They exclude all other non-RELS sites which were formerly in employment use for which a commitment was made during the 2008/2009 monitoring year to develop the site for non-employment uses.</i></p>		

Appendix 1 RELS Derived Variables

The RELS methodology creates a set of derived variables from the input data and these are used to assess the land situation. The availability and quality variables feature prominently in the annual report.

Availability

The main variables which determine availability are physical condition and market status (and to a lesser extent ownership and planning status*).

Readily Available

A site is defined as being readily available if all the following conditions are satisfied:

- . no major problems of physical condition,
- . no major infrastructure problems,
- . on the market, with a willing seller (all public owners are deemed to be willing sellers) or firm to retain.

* Sites under construction are also included in the readily available category but only if the physical characteristics and market status (above) are satisfied.

The definition of readily available was slightly amended in the 2005 monitoring year in order that sites with no or minor problems of physical condition and 'the owner intended to retain' (usually private owners with masses of expansion land not always on the market but retained for development purposes) qualified.

Not Readily Available

A site is defined as being not readily available if it has any of the following problems:

- . major problems of physical condition,
- . major infrastructure problems,
- . not on the market,
- . owner unwilling to sell.

Quantitative Definition of Availability

IF (A AND (B OR C OR D OR E)) then site is readily available

For example, A has to be satisfied first then with a combination of either B or C or D or E.

Where the following relates to:

A = physical conditions equal no or minor problems

B = market status equals on market serviced/unserviced

C = market status equals willing seller AND ownership equals public ownership

D = planning status equals under construction

E = firm to retain

Appendix 2 Summary of RELS Codes

Interchange & Bus routes	0.	No
	1.	Yes
Previous Use	1.	Greenfield / Not previously developed
	2.	Greenfield / Re-use of agricultural building
	3.	Brownfield / Redeveloped from industry
	4.	Brownfield / Redeveloped from other
Green Belt	0.	Not in Green Belt
	1.	Statutory Green Belt
	2.	Area of development restraint
Environmental Attractiveness	1.	High
	2.	Above average
	3.	Below average
	4.	Low
RSS Employment Land Portfolio	1.	Regional Logistic Site
	2.	Major Investment Site
	3.	Regional Investment Site
	4.	Sub-regional Site
	5.	Good Quality Site
	6.	Other Local Site
Policy PA2 Regeneration zones	0.	No
	1.	E B'ham/ N Solihull
	2.	N Black Country/ S Staffs
	3.	N Staffordshire
	4.	Coventry and Nuneaton
	5.	W B'ham/ S Black Country
	6.	Rural Zone
Policy PA3 High Technology	0.	No
	1.	Central Technology Belt
	2.	Coventry-Solihull-Warwick
	3.	Wolverhampton-Telford
Other Strategic Corridor	0.	No
	1.	Within A49 corridor in rural west of Region
Policy PA5 Employment Renewal	0.	No
	1.	Yes
Longstanding Employment Site	0.	No
	1.	Yes
RSS Settlement Hierarchy	0.	No
	1.	Major urban area
	2.	Settlements of significant development
	3.	Other urban areas
	4.	Rural areas
Ownership (see Appendix 3)		
Planning Status	1.	Completed
	2.	Under Construction

	3.	With Planning Permission not started
	4.	Adopted UDP or Local Plan
	5.	Other committee resolution
	6.	Supplementary planning guidance
	7.	Draft Development Plan or committee resolution where a considerable degree of uncertainty exists
Market Status	1.	On Market, Serviced
	2.	On Market, Unserviced
	3.	Willing seller
	4.	Not on Market
	5.	Firm to retain
	6.	Not for sale
Site being Actively Marketed	0.	No
	1.	Yes – when and by whom
Physical Condition and Services Constraints	1.	No Problems
	2.	Minor Problems
	3.	Major Problems of Physical Condition <u>or</u> Infrastructure
	4.	Major Problems of Physical Condition <u>and</u> Infrastructure
	5.	Severe problems
Remediation work – time scale	1.	0-2 years
	2.	3-5 years
	3.	No programme
Derelict	0.	Not Statutory Derelict
	1.	Statutory Derelict
Rail Access	1.	Site with operational rail connection
	2.	Redundant/mothballed rail connection
	3.	Potential for rail connection
	4.	No potential for rail connection
Development Agency	1.	Wholly Private Sector
	2.	Public / Private Sector Partnership
	3.	Wholly Public Sector
Type of Development	1.	Purpose Built Design
	2.	Speculative
	3.	Mixed
Reallocations	3.	Proposed use not known
	4.	Residential use
	5.	Retail use
	6.	Business or Commercial use
	7.	Open space
	8.	Other specified use
	9.	Site redefined
	10.	Leisure use

Appendix 3 District Location and Ownership Codes**At 1 April 2009**West Midlands Met. Area

Birmingham		11
Coventry		12
Dudley		13
Sandwell		14
Solihull		15
Walsall		16
Wolverhampton		17

Warwickshire

North Warwickshire		21
Nuneaton and Bedworth	22	
Warwick		23
Rugby		24
Stratford-on-Avon		25

Herefordshire UA 61Worcestershire

Redditch		31
Bromsgrove		32
Wyre Forest		33
Malvern Hills		62
Worcester		38
Wychavon		39

Staffordshire

Tamworth		41
Lichfield		42
Cannock Chase		43
South Staffordshire		44
East Staffordshire		45
Newcastle-under-Lyme		46
Stafford		47
Staffordshire Moorlands	48	

Stoke-on-Trent UA 49Shropshire

Bridgnorth		51
North Shropshire		53
Oswestry		54
Shrewsbury & Atcham		55
South Shropshire		56

Telford & Wrekin UA 59**Before 1 April 1998**

Hereford		34
Leominster		35
Malvern Hills		36
South Herefordshire		37

Before 1 April 1999

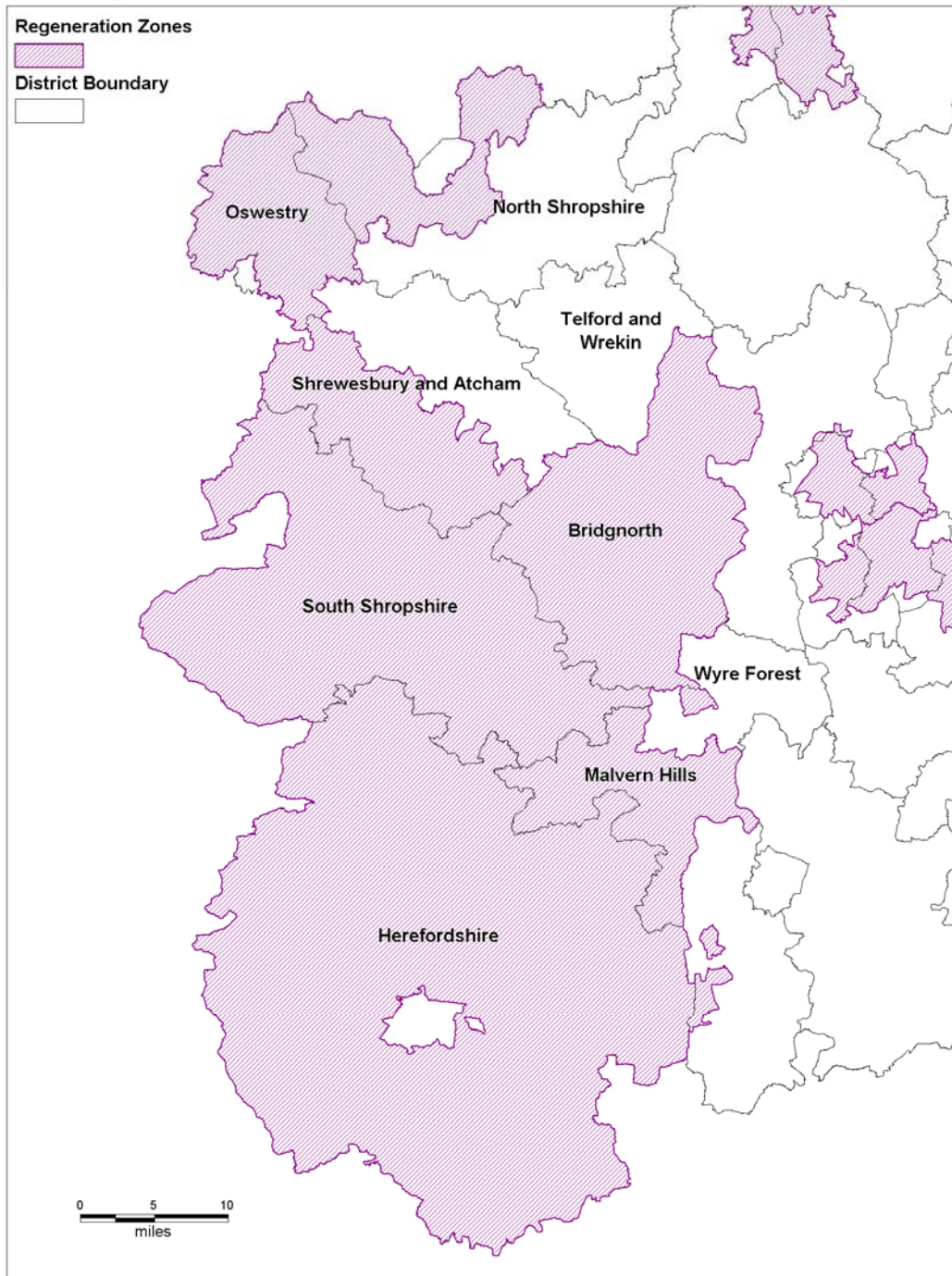
Telford & Wrekin UA		52
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Ownership Codes

Owner	Code	Owner	Code
CENTRO	1	Redditch	61
Travel West Midlands	2	Wyre Forest	62
Birmingham City Council	3	Bromsgrove	63
Coventry City Council	4	Hereford	64
Dudley Borough Council	5	Leominster	65
Sandwell Borough Council	6	Malvern Hills	66
Solihull Borough Council	7	South Herefordshire	67
Wolverhampton Borough Council	8	Worcester	68
Walsall Borough Council	9	Wychavon	69
Railtrack/Network Rail (British Rail)	10	Tamworth	54
Gas Service Providers	11	Cannock Chase	55
British Waterways	12	South Staffordshire	56
Coal Providers	13	Lichfield	57
Corus (formerly British Steel)	14	East Staffordshire	58
The Post Office	15	Newcastle-under-Lyme	59
Powergen / National Grid	16	Stafford	76
National Freight	17	Staffordshire Moorlands	79
Severn Trent Water	18	Stoke-on-Trent UA	80
South Staffs Water	19	Bridgnorth	70
East Midlands Electricity	20	North Shropshire	71
West Midlands Electricity	21	Oswestry	72
British Telecom	24	Shrewsbury & Atcham	73
Private Developer	25	South Shropshire	74
Private Company or Firm (interest other than development)	30	Telford & Wrekin UA	75
		North Warwickshire	82
Private Individual	35	Nuneaton and Bedworth	83
Central Government	40	Rugby	84
Health Authority	44	Stratford-on-Avon	85
Other Owners	45	Warwick	86
Warwickshire County Council	50	English Partnerships	88
Hereford and Worcester County Council	51	Urban Regeneration Companies	89
Herefordshire Unitary Authority	91	Advantage West Midlands	90
Worcestershire County Council	92	Newtown Development Corp./C.N.T.	60
Staffordshire County Council	52	Unknown ownership	99
Shropshire County Council	53		

Appendix 4 – Regeneration Zones in the West Midlands

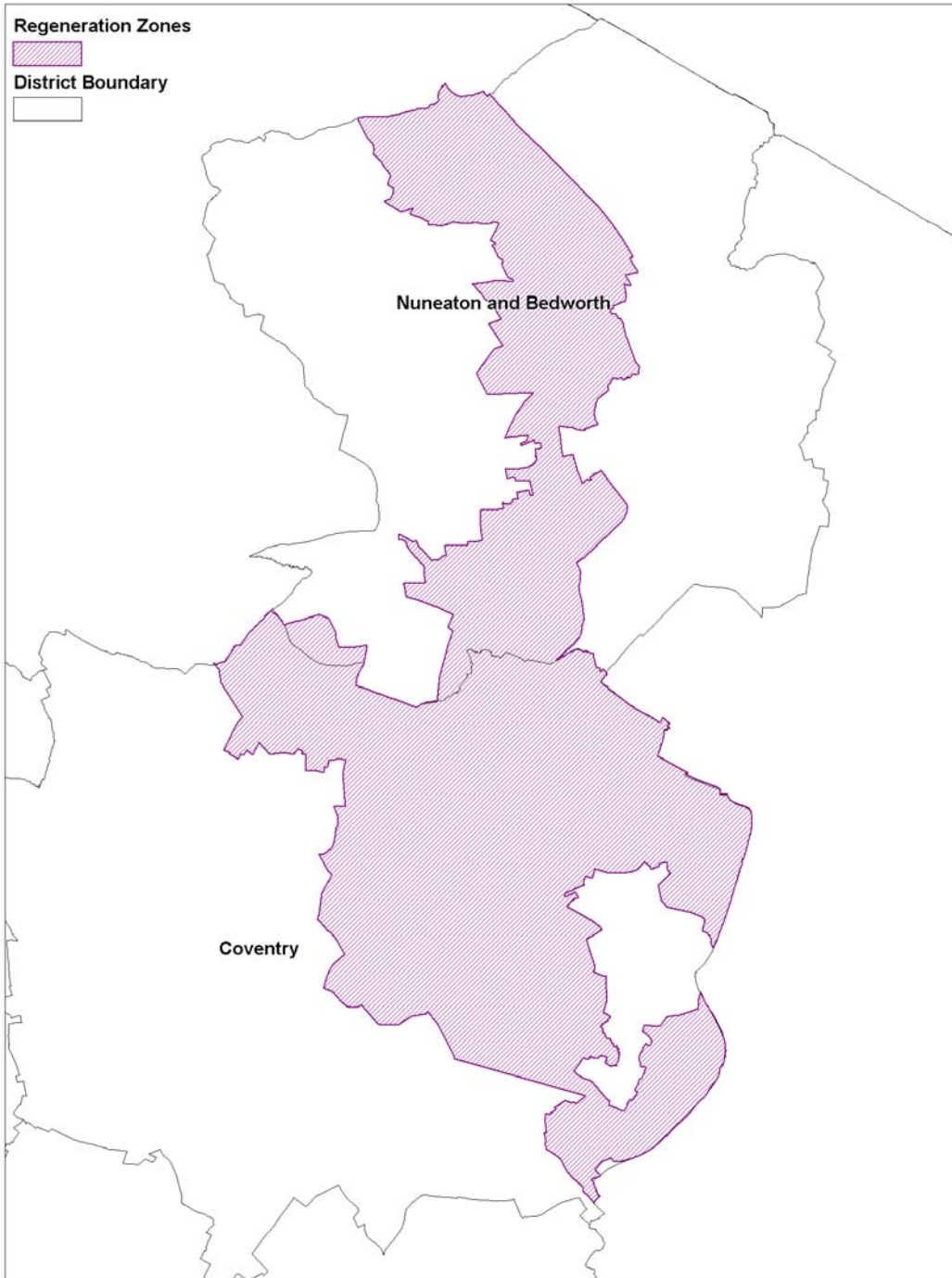
Rural Regeneration Zone



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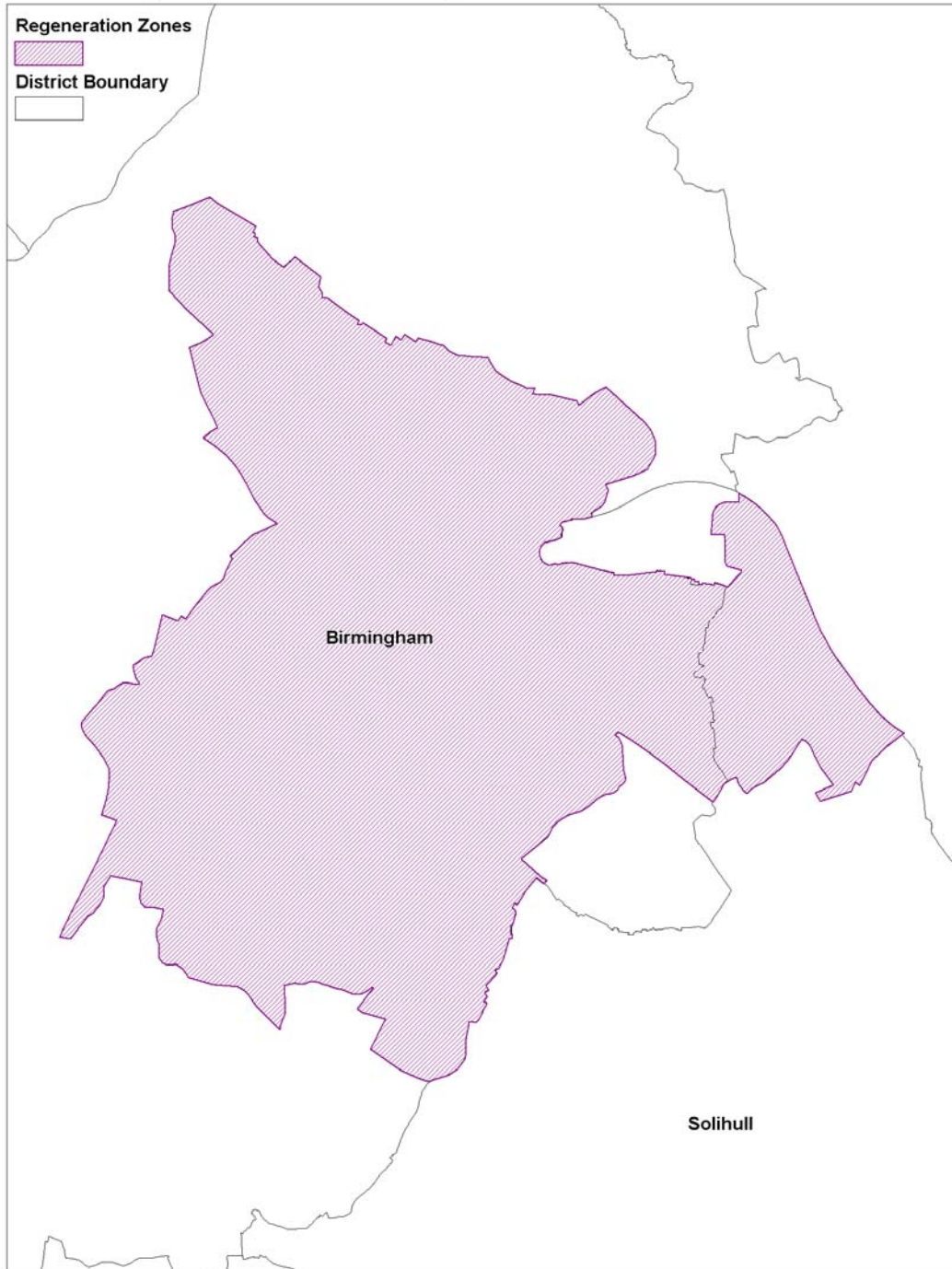
Coventry and Nuneaton Regeneration Zone



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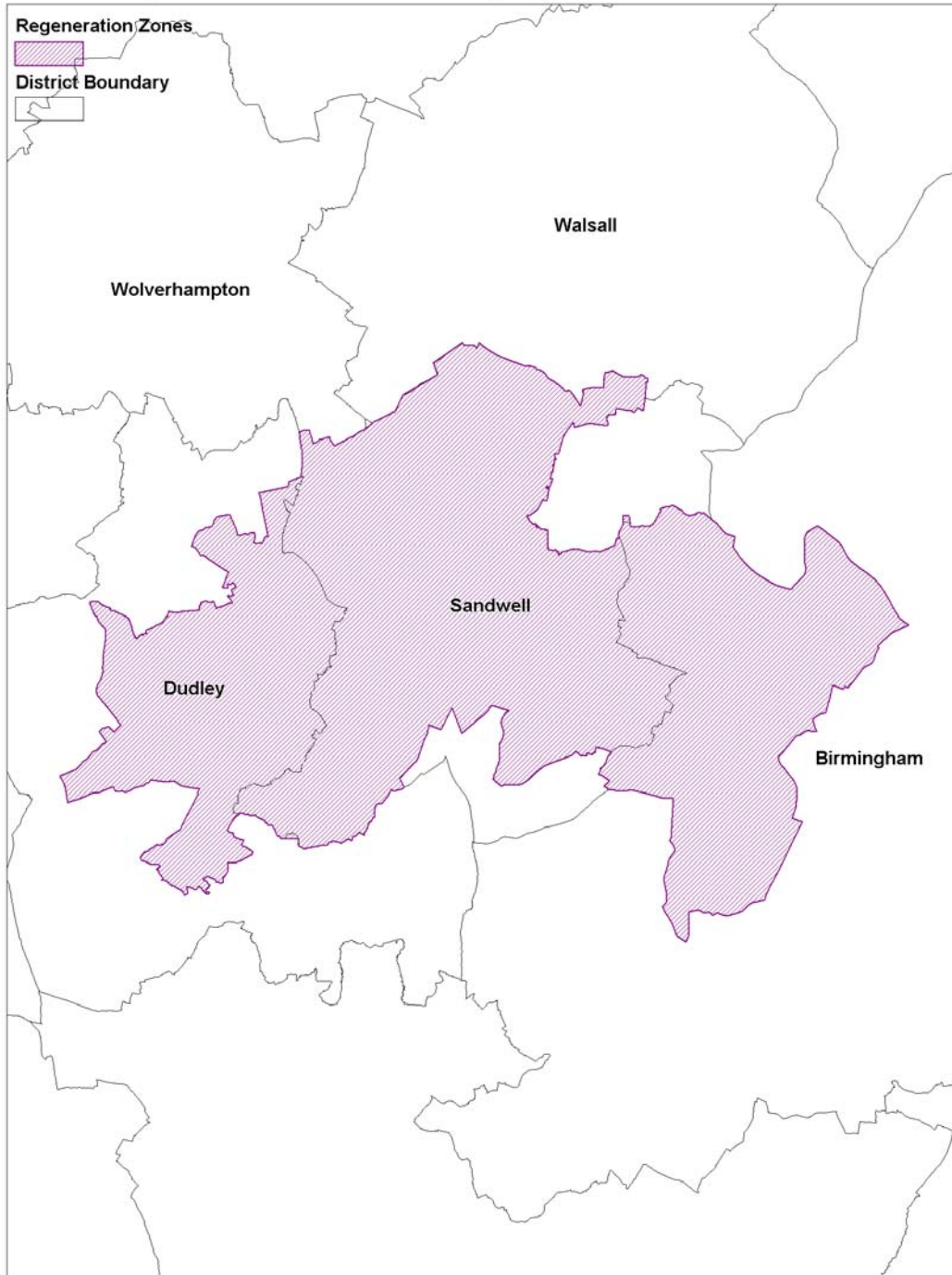
East Birmingham and North Solihull Regeneration Zone



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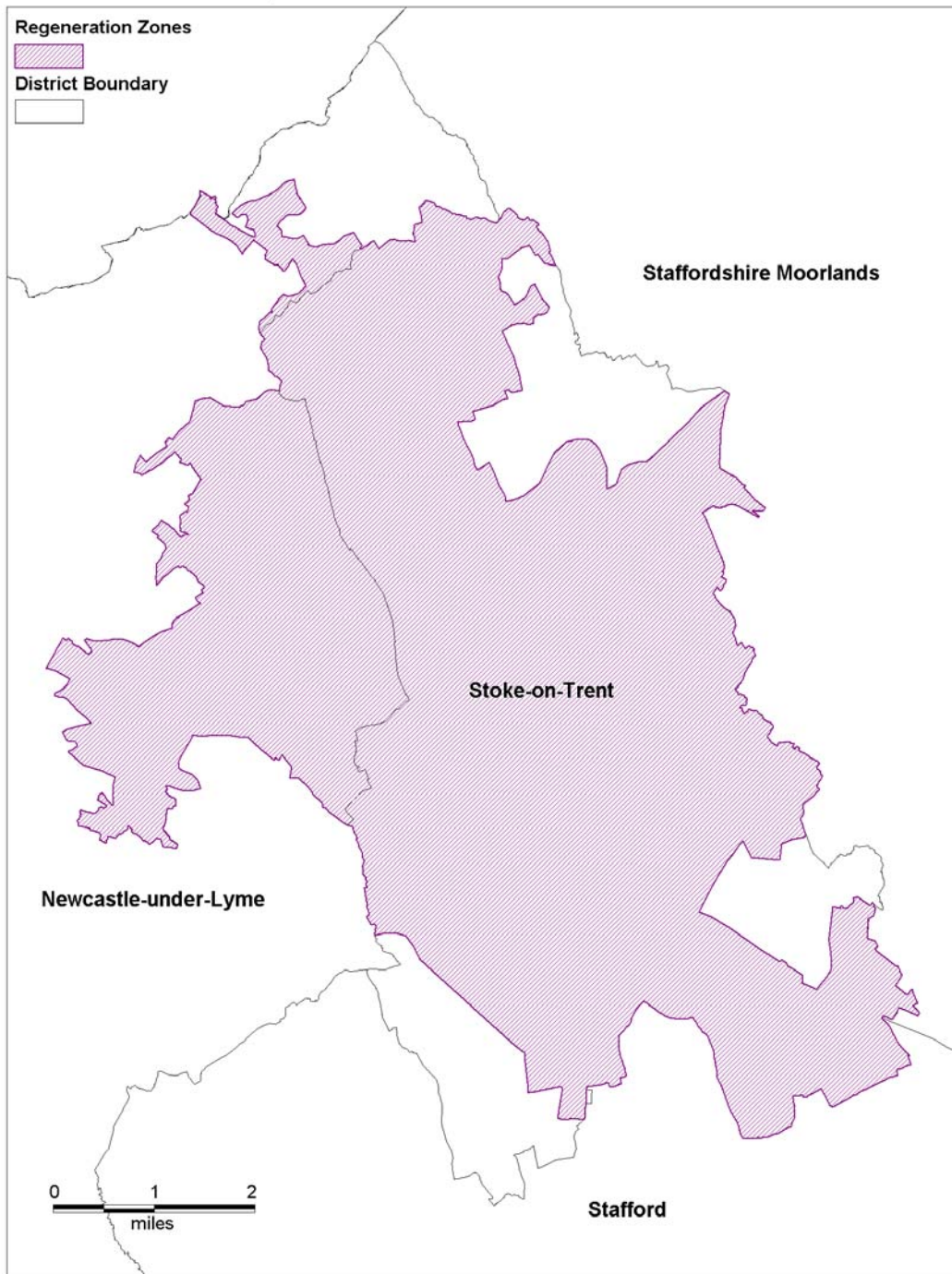
West Birmingham and South Black Country Regeneration Zone



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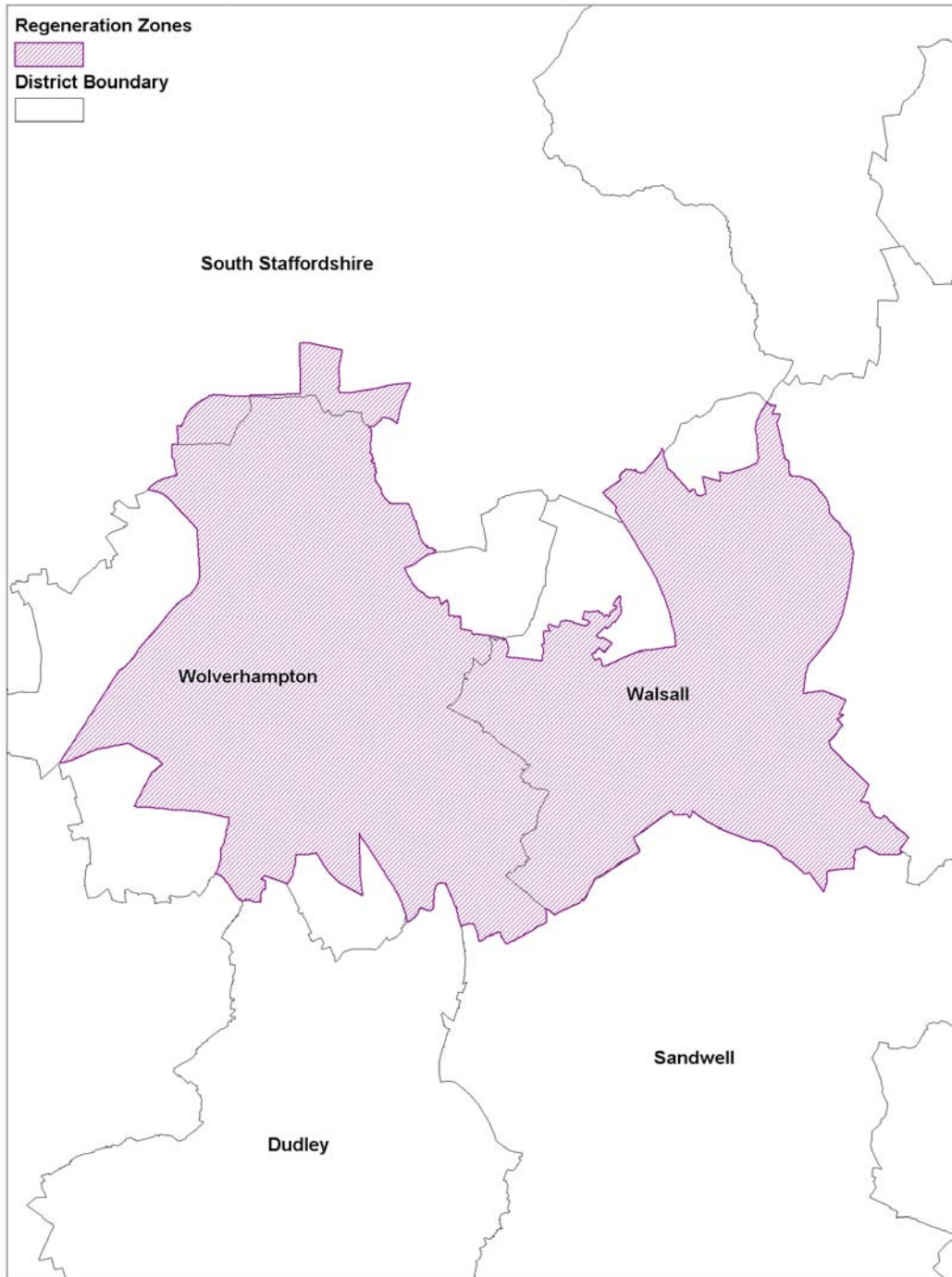
North Staffordshire Regeneration Zone



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North Black Country and South Staffordshire Regeneration Zone



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Appendix 5 High-Technology Corridors



Appendix 6 : Listing of Longstanding RELS Sites at April, 2008

2008 listing to be inserted.

Appendix 7 Planning Authorities Contact List

The contacts below are responsible for supplying the base data used to update the RELS database.

Birmingham City Council	Tony Morton	(0121) 3034815
Coventry City Council	Christopher Berry	(0247) 6831298
Dudley Metropolitan Borough Council	David Piper	(01384) 814173
Sandwell Metropolitan Borough Council	Kaliegh Lowe	(0121) 5694034
Solihull Metropolitan Borough Council	Martin Fletcher	(0121) 7046646
Walsall Metropolitan Borough Council	Richard Cooksey	(01922) 653655
Wolverhampton City Council	Ian Culley	(01902) 554038
Herefordshire Council	Joanna Harthen	(01432) 383617
Shropshire County Council	Claire Walker	(01743) 252528
Telford and Wrekin Council	Stewart Donohue	(01952) 203037
Staffordshire County Council	Mark Sproston	(01785) 277359
Stoke-on-Trent City Council	Adrian Bond	(01782) 232404
Warwickshire County Council	Oscar Yau	(01926) 412358
Worcestershire County Council	Janine Billinge	(01905) 766712
Other relevant Organisations		
Mott MacDonald Limited	Les Johnson	(0121) 2374015
West Midlands LGA	Paul Bayliss	(0121) 6781027
Advantage West Midlands	Sam Holder	(0121) 3803600