LANDOWNER RESOURCE



Site Submission Checklist

What is useful, what is optional and how to make an initial site review eas

armdevelopments.co.uk

ARM DEVELOPMENTS

Site submission checklist

A practical checklist to help you describe a potential development site. None of the supporting documents are compulsory for an initial enquiry.

Minimum information The address or nearest postcode, a rough indication of the land and your contact details are enough to begin.

Helpful starting information

- ☐ Property address or nearest postcode
- ☐ Approximate width and depth
- ☐ A marked map screenshot or simple sketch
- ☐ Photographs of the site and access
- ☐ Current land use and any buildings
- ☐ Whether you own all of the land

Useful if already available

- ☐ HM Land Registry title plan or title number
- ☐ Previous planning application references
- ☐ Known access arrangements or shared-drive details
- ☐ Existing surveys or professional reports
- ☐ Information about mortgages, tenants or occupiers
- ☐ Names of joint owners where relevant

Photographs that help

Include the road entrance, the access route, views across the site, nearby buildings, existing structures, notable trees and level changes. Avoid including people or unrelated private information.

Marking a boundary

A phone screenshot with the approximate area outlined is useful for screening. A Land Registry title plan normally shows general rather than exact boundaries; do not alter an official document and present it as an official plan.

Before uploading files

Share only documents you are entitled to provide. Remove unnecessary personal information. The website will display accepted formats and size limits when secure uploads are activated.

Your quick check

☐	I have the postcode or a map pin
☐	I have marked the approximate area
☐	I have estimated the dimensions
☐	I have taken several photographs
☐	I have explained ownership
☐	I have included known planning references

Ready to start? A postcode, approximate boundary and a few photographs are enough for an initial conversation. You do not need a complete planning file.

Submit a potential site: armdevelopments.co.uk/contact/

Email: info@armdevelopments.co.uk

Important: This resource provides general information for landowners in England. It is not legal, tax, valuation or personalised planning advice. Local planning policy and individual site circumstances vary.