

Appendix A
Site Report Template

Address :	
Postcode:	
UPRN:	Electoral Ward:
Date of report :	
Description : Site area Location Tenure Asset category:	
Photo	
Site plan 1:1250	

Background information:

Location of site, description of locality, site details, planning designation, ground conditions

Current use

Actual use/vacant / impact on delivery of Corporate objectives/generates an income /held for regeneration schemes

Costs and liabilities:

Eg clawback, NNDR empty rates, remediation costs, maintenance cost, service charge

Site issues:

Eg linked to regeneration projects, any expressions of interest, title issues, DALP planning, highway comments, encroachment, boundary matters, comment on how long/work involved to resolve site issues.

Recommendations

A) Retain or investigate as potentially surplus

Reasoned recommendation whether to retain or investigate further as potentially surplus based on the surplus criteria section 2.4

B) Priority for Asset Management Team work programme

recommendation for high/medium/low priority on Asset Management Team work programme based on section 4.2

Provide a timescale to review the asset with resources required

Where assets are retained provide a management plan