

Ipswich Borough Council

# Local Validation List

Adopted 22 February 2023



WHEN IT IS  
REQUIRED



WHAT IS  
REQUIRED



IPSWICH  
BOROUGH COUNCIL

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# Application Form



## WHEN IS IT REQUIRED?

When making a planning application or an application for listed building or advertisement consent.



## WHAT IS REQUIRED?

The Planning Portal allows registered users to create and submit applications online.

Applicants are encouraged to apply electronically. However, the Council recognises that online submission of information may not always be possible. In these circumstances, applications can be submitted in hard copy to –

**Ipswich Borough Council,  
Development Management,  
3W Grafton House, 15–17 Russell Road,  
Ipswich, IPI 2DE**

email: [development.management@ipswich.gov.uk](mailto:development.management@ipswich.gov.uk)

Where an applicant wishes to make an application in paper form there is no requirement to provide more than 1 copy of the application form and supporting documents.

Please check you have the right form for the type of application you are submitting. You can use the Planning Portal application page to find the relevant application form. For which there is a charge. Application forms can also be downloaded from Ipswich Borough Council's website.

You should not include personal information about third parties unless they consent to the information being supplied.

Both the Planning Portal and the Council's website offers 'Guidance Notes' to help you complete the planning application forms.

Care should be taken to ensure information submitted is accurate. All questions should be answered. This includes questions on the following topics (where appropriate):

- **Vehicle parking** – please specify the total number of existing parking spaces and the total number of proposed parking spaces (including spaces retained) by vehicle type.
- **Custom and self-build** – Applicants and agents are requested to clarify whether their application is for a custom or self-build dwelling on the 'Application for Planning Permission' form (Question 17 – Residential Units). If in doubt, please take the time to review the 'Self-build and Custom Build Register' page on the Council's website – <https://www.ipswich.gov.uk/content/self-build-and-custom-build-register>

- **Non-residential Floorspace** – Gross internal floorspace is the internal area of the building, and should include circulation and service space, as well as any mezzanine levels. Where more than one Use Class is proposed as part of any development, floorspace should be specified for each separate planning unit (by Use Class).
- **Employment** – Please give details of the total number of existing people (i.e. already employed on the site and any additional staff to be employed (in both full-time and part-time employment) as a result of the proposal being implemented, and calculate the total full-time equivalent posts, if known.
- **Site Area** – Site area should be provided in hectares. An accurate answer to this question is particularly important for monitoring purposes.

Where a question is not applicable the words “Not Applicable” or “N/A” should be inserted for clarity.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **Development Management Procedure Order (DMPO)**

<https://www.legislation.gov.uk/ukxi/2015/595/contents/made>

### **Planning Practice Guidance (PPG): Making an Application**

<https://www.gov.uk/guidance/making-an-application>

### **Planning Portal**

[www.planningportal.gov.uk](http://www.planningportal.gov.uk)

### **Ipswich Borough Council, Download a Planning Application Form and Guidance Notes**

<https://www.ipswich.gov.uk/planningapplicationforms>

### **Ipswich Borough Council, Self-build and Custom Build Register**

<https://www.ipswich.gov.uk/content/self-build-and-custom-build-register>

### **Suffolk Guidance for Parking (November 2015, amended May 2019)**

<https://www.suffolk.gov.uk/asset-library/imported/Suffolk-Guidance-for-Parking-2019-Adopted-by-SCC.pdf>

### **Suffolk Design Streets Guide 2022**

<https://www.suffolk.gov.uk/asset-library/imported/5647-21-Suffolk-Design-Street-Guide-v26.pdf>



# Ownership Certificates

(A, B, C or D as applicable) & Agricultural Land Declaration



## WHEN IS IT REQUIRED?

An Ownership Certificate provides certain details about the ownership of the application site and confirms that an appropriate notice has been served on any other owners (and agricultural tenants).

An application is not valid, and therefore cannot be determined by the local planning authority, unless the relevant certificate has been completed. It is an offence to complete a false or misleading certificate, either knowingly or recklessly, with a maximum fine of up to £5,000.

An Ownership Certificate is not required for applications for the approval of reserved matters, removal or variation of conditions, consent to work on a tree subject to a Tree Preservation Order (TPO) and advertisement consent. For more information on what is required to support advertisement consent applications, please see 'Advertisement Details (for advertisements requiring express consent)'.



## WHAT IS REQUIRED?

For this purpose, an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

An 'agricultural tenant' is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.

**Certificate A – Sole Ownership and no agricultural tenants.** This should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.

**Certificate B – Shared Ownership (All other owners/agricultural tenants known).** This should be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.

**Certificate C – Shared Ownership (Some other owners/agricultural tenants known).** This should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.

If you know the names and addresses of some, but not all of the owners of the land involved in the appeal, you must serve notice on the owners you know about and publish the notice in a local newspaper. You must submit a copy of the published notice with your application.

**Certificate D – Shared Ownership (None of the other owners/agricultural tenants known).** This should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.

If you do not know the names and addresses of any of the owners of the land involved in the application you must publish the notice in a local newspaper. You must submit a copy of the published notice with your application.

Any hard copy certificate submitted with the standard application form must be signed by hand. For any electronically submitted certificate, a typed signature of the applicant's name is acceptable. Ownership certificates must also be completed for applications for listed building consent, although no agricultural declaration is required.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

**Development Management Procedure Order (DMPO), Schedule 2**

<https://www.legislation.gov.uk/uksi/2015/595/contents/made>

**Planning Practice Guidance, Making an Application**

<https://www.gov.uk/guidance/making-an-application>



# Application Fee



## WHEN IS IT REQUIRED?

When making a planning application, application for prior approval or application for advertisement consent. Most applications incur a fee.

There is currently no fee for applications for Listed Building Consent, however it is often the case that work requiring Listed Building Consent will also require Planning Permission, for which there is a fee.



## WHAT IS REQUIRED?

The Planning Portal includes a fee calculator for applicants. The Council is able to advise applicants on specific cases and payment methods.

Your application will not be validated until the correct application fee has been received by the Council.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### Development Management Procedure Order (DMPO)

<https://www.legislation.gov.uk/ukxi/2015/595/contents/made>

### Planning Practice Guidance (PPG), Making an Application

<https://www.gov.uk/guidance/making-an-application>

### Planning Portal Fee calculator

<https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1>

### IBC Planning Application Fees and Pre-Application Charging

<https://www.ipswich.gov.uk/content/planning-fees>

### Government Guidance Fees for Planning Applications

<https://www.gov.uk/guidance/fees-for-planning-applications>





# Location Plan



## WHEN IS IT REQUIRED?

All applications must include copies of a location plan based on an up-to-date map.



## WHAT IS REQUIRED?

A location plan should be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. A location plan should show the direction of north and identify sufficient roads and/or buildings on all land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

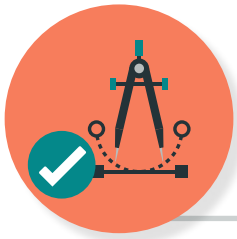
Location plans can be provided by the Council's Development Management Team. There is a charge for this service.

Applicants should note that copying of Ordnance Survey plans by unauthorised persons is an infringement of copyright.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

**Planning Practice Guidance (PPG): Making an Application**  
<https://www.gov.uk/guidance/making-an-application>



# Design and Access Statement



## WHEN IS IT REQUIRED?

All major<sup>1</sup> development (both full and outline).

Applications for listed building consent.

Applications in a conservation area where the proposed development consists of one or more dwellings, or a building or buildings where the floor space created by the development is 100 square metres or more.

Applications for a material change of use or engineering operations do not need to be accompanied by a Design and Access Statement.



## WHAT IS REQUIRED?

A Design and Access Statement must:

- Explain the design principles and concepts that have been applied to the proposed development.
- Demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account.

A development's context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and a Design and Access Statement should be tailored accordingly.

Design and Access Statements must also explain the design response to creating accessible and adaptable places including disabled access and how relevant NPPF (2021) (paragraphs 113 and 130) and Local Plan policies have been taken into account, see also Disability Access Statement. They must detail any consultation undertaken in relation to the proposal and how the outcome of this

<sup>1</sup> The definition of 'major' development which is cited throughout this document relates to development types (a)-(e) as included in Part 1 of the Town and Country Planning (Development Management Procedure) (England) Order 2010; specifically:

(a) the winning and working of minerals or the use of land for mineral-working deposits;

(b) waste development;

(c) the provision of dwellinghouses where –

(i) the number of dwellinghouses to be provided is 10 or more; or

(ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);

(d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or

(e) development carried out on a site having an area of 1 hectare or more.

consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.

Information on the content and quality of any public art should also be incorporated into the Design and Access Statement.

### **Applications for listed building consent**

Design and Access Statements accompanying applications for listed building consent must include an explanation of the design principles and concepts that have been applied to the proposed works, and how they have taken account of:

- The special architectural or historic importance of the building.
- The particular physical features of the building that justify its designation as a listed building.
- The building's setting.

Unless the proposed works only affect the interior of the building, a Design and Access Statement must also explain how issues relating to access to the building have been dealt with. It must explain the applicant's approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account. Statements must also explain how the applicant's approach to access takes account of matters above.

Design and Access Statements accompanying applications for listed building consent must provide information on any consultation undertaken, and how the outcome of this consultation has informed the proposed works. Statements must also explain how any specific issues which might affect access to the building have been addressed.

Where a planning application is submitted in parallel with an application for listed building consent, a single, combined Design and Access Statement should address the requirements of both. The combined statement should address the elements required in relation to a planning application and the additional requirements in relation to listed building consent.

### **Applications for outline planning permission**

Information about the proposed use or uses, and the amount of development proposed for each use, is necessary to allow consideration of an application for outline planning permission.

Under article 5(3) of the Development Management Procedure Order, an application for outline planning permission must also indicate the area or areas where access points to the development will be situated, even if access has been reserved.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

**The Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2013 (Article 4)**

<https://www.legislation.gov.uk/uksi/2013/1238/contents/made>

**National Planning Policy Framework (NPPF) 2021, Paragraphs 113 and 130(f)**

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

**Planning Practice Guidance (PPG), Making an Application**

<https://www.gov.uk/guidance/making-an-application>

**Planning Practice Guidance (PPG), Design**

<https://www.gov.uk/guidance/design>

**Historic England Advice Note, Statements of Heritage Significance**

<https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/heag279-statements-heritage-significance/>

**Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policies DM12 (Design and Character) and DM13 (Built Heritage and Conservation)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_dpd\\_review.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_dpd_review.pdf)

**Ipswich Borough Council Conservation Area Appraisals (various dates)**

<https://www.ipswich.gov.uk/content/about-our-conservation-areas>

**Ipswich Borough Council Local List (Buildings of Townscape Interest) Supplementary Planning Document (2021)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/local\\_list.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/local_list.pdf)

**Ipswich Borough Council Town Centre and Waterfront Public Realm Strategy Supplementary Planning Document (2019)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/town\\_centre\\_and\\_waterfront\\_public\\_realm\\_spd\\_1.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/town_centre_and_waterfront_public_realm_spd_1.pdf)

**Ipswich Borough Council Urban Character Supplementary Planning Document (various dates)**

<https://www.ipswich.gov.uk/content/urban-character-supplementary-planning-document>

**Ipswich Borough Council Space and Design Guidelines Supplementary Planning Document (2015)**

<https://www.ipswich.gov.uk/content/space-and-design-guidelines-supplementary-planning-document>

**Ipswich Borough Council Public Open Space Supplementary Planning Document (2017)**

<https://www.ipswich.gov.uk/content/public-open-space-supplementary-planning-document-spd>

**Suffolk Design Streets Guide 2022**

<https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/suffolk-design-guide-for-residential-areas/>

**Advice from the Design Council on how to write, read and use Design and Access Statements can be found on their website**

<https://www.designcouncil.org.uk/resources/guide/design-and-access-statements-how-write-read-and-use-them>



# Fire Statement



## WHEN IS IT REQUIRED?

A Planning Gateway One Fire Statement must be included for all applications for full planning permission which involve:

- Provision of one or more relevant buildings.
- Development of an existing relevant building.
- Development within the curtilage of a relevant building.

Relevant buildings are those which contain two or more dwellings or educational accommodation and meet the height condition (18m or more in height, or 7 or more storey whichever is reached first).



## WHAT IS REQUIRED?

Fire statements must be submitted on a form published by the Secretary of State (or a form to similar effect), contain the particulars specified or referred to in the form, which includes information about (not exhaustive list):

- The principles, concepts and approach relating to fire safety that have been applied to each building in the development.
- The site layout.
- Emergency vehicle access and water supplies for firefighting purposes.
- What, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this.
- How any policies relating to fire safety in relevant local development documents have been taken into account.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2021**

<https://www.legislation.gov.uk/ukxi/2021/746/contents/made>

### **Planning Practice Guidance, Fire Safety and High-Rise Residential Buildings**

<https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021#fire-statement>

### **Fire Statement Form and Guidance**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/996387/Fire\\_statement\\_form\\_-\\_static.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/996387/Fire_statement_form_-_static.pdf)



# Block Plans

(Existing and Proposed)



## WHEN IS IT REQUIRED?

All applications must include Existing and Proposed Block Plans of the site based on an up-to-date map.



## WHAT IS REQUIRED?

Block Plans should:

- Be to a scale of 1:200 or 1:500.
- Be clearly annotated existing and proposed.
- Show all existing buildings and structures.
- Show the whole of the boundary of the property.
- Include details of all trees.
- Show all roads/footpaths/public rights of way adjoining the site.
- Show all existing buildings and structures on all land adjoining the application site.
- Identify anything to be demolished.
- Show the direction of north.

Each plan/drawing should have a title box stating:

- The address.
- The title of the drawing (e.g. 'existing block plan', 'proposed block plan')
- The date.
- The scale of the drawing and paper size.
- The drawing number.
- Any revisions to the drawings should be clearly identified with a new number. The date and details of the revision should also be indicated on the drawing.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

**The following link gives further details on drawing standards**

<https://www.n-somerset.gov.uk/sites/default/files/2020-02/Planning%20application%20requirements%20-%20part%203%20drawing%20standards.pdf>



# Elevations

## (Existing and Proposed)



### WHEN IS IT REQUIRED?

All applications must include two separate sets of elevational drawings. Existing elevations showing the building as it is now and proposed elevations showing how the building will look after the works have been carried out.



### WHAT IS REQUIRED?

Elevations should:

- Be to a scale of 1:100 or 1:50.
- Be clearly annotated existing and proposed.
- Show every elevation of the building, e.g. front, side(s) and rear and state the direction in which each elevation faces, e.g. rear (south).
- Show outline elevations of other buildings that are close to the development. For example, a side extension close to neighbouring dwelling.
- Show the position and size of all windows and doors (existing and proposed).
- Identify anything to be demolished.
- Show the direction of north.

Each plan/drawing should have a title box stating:

- The address.
- The title of the drawing (e.g. 'existing rear elevation', 'proposed front elevation')
- The date.
- The scale of the drawing and paper size
- The drawing number.
- Any revisions to the drawings should be clearly identified with a new number. The date and details of the revision should also be indicated on the drawing.

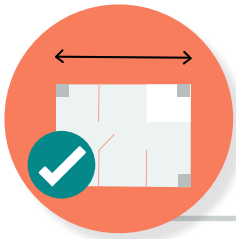


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# Floor Plans

## (Existing and Proposed)



### WHEN IS IT REQUIRED?

All applications must include two separate sets of floor plans. Existing floor plans showing the building as it is now and proposed floor plans showing how the building will look, after the works have been carried out.



### WHAT IS REQUIRED?

Floor plans should:

- Be to a scale of 1:100 or 1:50.
- Be clearly annotated existing and proposed.
- Show all relevant floor levels of the building(s) being constructed, altered or extended, in relation to the remainder of the building.
- Clearly label each floor.
- Clearly state the use of each room and include position of windows, doors, walls and partitions.
- Show the direction of north.
- Identify anything to be demolished.

Each plan/drawing should have a title box stating:

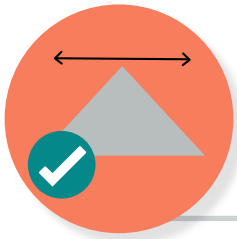
- The address.
- The title of the drawing (e.g. 'existing floor plans', 'proposed floor plans')
- The date.
- The scale of the drawing and paper size
- The drawing number.
- Any revisions to the drawings should be clearly identified with a new number. The date and details of the revision should also be indicated on the drawing.



### SOURCES OF FURTHER INFORMATION AND SUPPORT

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# Roof Plans

(Existing and Proposed)



## WHEN IS IT REQUIRED?

When development includes changes to the appearance and shape of a roof.



## WHAT IS REQUIRED?

Roof plans should:

- Show the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys or raised parapets.
- Be to a scale of 1:100 or 1:50.
- Be clearly annotated existing and proposed.
- Show the direction of north.
- Identify anything to be demolished.

Each plan/drawing should have a title box stating:

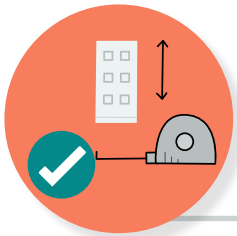
- The address.
- The title of the drawing (e.g. 'existing roof plan', 'proposed roof plan').
- The date.
- The scale of the drawing and paper size.
- The drawing number.
- Any revisions to the drawings should be clearly identified with a new number. The date and details of the revision should also be indicated on the drawing.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

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# Site Sections

## (Existing and Proposed)



### WHEN IS IT REQUIRED?

Where a proposal involves a significant change in ground levels, illustrative drawings should be submitted to show both existing and finished levels (with levels related to an off-site fixed datum point). These drawings should demonstrate how the proposed development would relate to existing site levels and neighbouring development.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.



### WHAT IS REQUIRED?

Floor plans should:

- Be to a scale of 1:100 or 1:50.
- Be clearly annotated existing and proposed.
- Show all relevant floor levels of the building(s) being constructed, altered or extended, in relation to the remainder of the building.
- Clearly label each floor.
- Clearly state the use of each room and include position of windows, doors, walls and partitions.
- Show the direction of north.
- Identify anything to be demolished.

Each plan/drawing should have a title box stating:

- The address.
- The title of the drawing (e.g. 'existing site sections', 'proposed site sections')
- The date.
- The scale of the drawing and paper size
- The drawing number.
- Any revisions to the drawings should be clearly identified with a new number. The date and details of the revision should also be indicated on the drawing.



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# Street Scene

(Existing and Proposed)



## WHEN IS IT REQUIRED?

For all major<sup>2</sup> applications (as defined on page 21).

For works that will be visible from the road, especially new buildings or large side extensions that will be near to the boundary/neighbouring building.

Where there is a notable difference in heights between the proposed works and neighbouring dwellings/buildings.



## WHAT IS REQUIRED?

Street scene plans should:

- Be to a scale of 1:100 or 1:50.
- Accurately show the height and outline of neighbouring dwellings/buildings and the position and size of windows/doors.
- Show any differences in levels.
- Include written dimensions for gaps between buildings.
- Be clearly annotated existing and proposed.
- Show the direction of north.
- Identify anything to be demolished.

Each plan/drawing should have a title box stating:

- The address.
- The title of the drawing (e.g. 'existing street scene', 'proposed street scene').
- The date.
- The scale of the drawing and paper size.
- The drawing number.
- Any revisions to the drawings should be clearly identified with a new number. The date and details of the revision should also be indicated on the drawing.

<sup>2</sup> Major development - For housing, development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more. For non-residential development it means additional floorspace of 1,000m<sup>2</sup> or more, or a site of 1 hectare or more, or as otherwise provided in the Town and Country Planning (Development Management Procedure) (England) Order 2015.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

The following link gives further details on drawing standards

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# Joinery and Architectural Details

## (Existing and Proposed)



### WHEN IS IT REQUIRED?

Required when traditional features such as windows, doors, shop fronts, stone and brick details and roof details (chimneys and eaves) are being replaced on heritage assets<sup>3</sup>.



### WHAT IS REQUIRED?

Joinery and architectural details should:

- Be to a scale of 1:10.
- Be clearly annotated existing and proposed.

Each plan/drawing should have a title box stating:

- The address.
- The title of the drawing (e.g. 'existing joinery details', 'proposed joinery details')
- The date.
- The scale of the drawing and paper size
- The drawing number.
- Any revisions to the drawings should be clearly identified with a new number. The date and details of the revision should also be indicated on the drawing.

<sup>3</sup> Heritage asset: A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing).



## SOURCES OF FURTHER INFORMATION AND SUPPORT

The following link gives further details on drawing standards

<https://www.n-somerset.gov.uk/sites/default/files/2020-02/Planning%20application%20requirements%20-%20part%203%20drawing%20standards.pdf>



# Advertisement Details

(for advertisements requiring express consent)



## WHEN IS IT REQUIRED?

For all advertisement applications requiring express consent i.e., those which do not fall into one of the Classes in Schedule 1 or Schedule 3 of the Control of Advertisement Regulations.

The display of advertisements is controlled through a specific approval process and separate planning permission is not required in addition to advertisement consent.

Even if express consent is not required, all advertisements must comply with any other relevant statutory provisions. For example, listed building consent may be required under the Listed Building Regulations



## WHAT IS REQUIRED?

The following details should be submitted:

- A completed application form for advertisement consent.
- A Plan which is drawn to an identified scale, shows the direction of north, identifies the location of the site by reference to at least two named roads, and identifies the proposed position of the advertisement.
- Plans of the advert(s) to a scale of 1:50 or 1:100 showing their size, position on buildings or land, height above ground level, extent of projection, sections, materials, colours, font and method of fixing.
- A photo montage showing the proposed advertisement on the site may be helpful.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

**The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (as amended)**

<https://www.legislation.gov.uk/uksi/2007/783/contents/made>

**Town and Country Planning Act 1990 (as amended), Section 336(1)**

<https://www.legislation.gov.uk/ukpga/1990/8/contents>

**Planning Practice Guidance, Advertisements**

<https://www.gov.uk/guidance/advertisements>

**National Planning Policy Framework (NPPF) 2021, Paragraph 136**

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

**Outdoor Advertisements and Signs: A Guide for Advertisers**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/11499/326679.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/11499/326679.pdf)

**Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policy DM26 (Amenity)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_dpd\\_review.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_dpd_review.pdf)

**Shopfront Design Guide Supplementary Planning Document (2016)**

<https://www.ipswich.gov.uk/content/shopfront-design-guide-supplementary-planning-document-spd>



# Affordable Housing Statement



## WHEN IS IT REQUIRED?

For proposals of 15 or more dwellings or on new housing sites of 0.5ha or more.

The requirement for affordable housing does not apply to developments composed of 65% or more flats on brownfield sites



## WHAT IS REQUIRED?

This statement should clearly identify the following points:

- The total number of all proposed residential units.
- Details of the affordable provision as a percentage of the overall number of residential units.
- Details of the tenure mix of the affordable units, for example (eg. market housing, affordable rent, intermediate / shared housing etc) and the percentage split.
- Details of affordable units, numbers of bedrooms and property types across all tenures to demonstrate a representative mix of unit types and size.
- Details of the affordable unit space standards and floor areas (sqm).
- Metric scaled plans showing the location of affordable units within the site.
- Details of any Registered Providers acting as development partners.
- The different levels or types of affordability or tenure proposed for different units. This should be clearly and fully explained in line with policy expectation.

This information can form part of the Planning Statement.

Where a Viability Assessment is submitted to accompany a planning application, the Affordable Housing Statement should be based upon and refer back to the Viability Assessment that informed the Local Plan; and the applicant should provide evidence of what has changed since then.

A Draft Heads of Terms for a Section 106 Agreement (see below) should also confirm the provision of affordable housing.

If the application is outline it is understood that some details may be unknown. The statement should confirm that a legal agreement will be entered into to abide by the terms of the Council's affordable housing policy (CS12). It should include details of any discussions with Registered Providers. Applicants are advised to engage with Registered Providers at an early stage.





## SOURCES OF FURTHER INFORMATION AND SUPPORT

**Town and Country Planning Act 1990, Section 106**

<https://www.legislation.gov.uk/ukpga/1990/8/section/106>

**National Planning Policy Framework (2021), Paragraphs 60–80**

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

**Planning Practice Guidance, Planning Obligations**

<https://www.gov.uk/guidance/planning-obligations>

**Planning Practice Guidance, Housing Needs of Different Groups**

<https://www.gov.uk/guidance/housing-needs-of-different-groups>

**Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policy CS12 (Affordable Housing)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_dpd\\_review.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_dpd_review.pdf)

**Ipswich and Waveney Housing Market Areas Strategic Housing Market Assessment Part 1 (Aug 2017)**

<https://www.eastsuffolk.gov.uk/assets/Planning/Suffolk-Coastal-Local-Plan/Local-Plan-Review/Evidence-base/Ipswich-and-Waveney-Housing-Market-Areas-Strategic-Housing-Market-Assessment-Part-1.pdf>

**Ipswich and Waveney Housing Market Area Strategic Housing Market Assessment Volume 2 (Sept 2017)**

<https://www.eastsuffolk.gov.uk/assets/Planning/Suffolk-Coastal-Local-Plan/Local-Plan-Review/Evidence-base/Ipswich-and-Waveney-Housing-Market-Areas-Strategic-Housing-Market-Assessment-Part-2.pdf>

**Ipswich Housing Market Area Strategic Housing Market Assessment Partial Part 2 Update (Jan 2019)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/strategic\\_housing\\_market\\_assessment\\_part\\_2\\_update\\_january\\_2019\\_-\\_final.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/strategic_housing_market_assessment_part_2_update_january_2019_-_final.pdf)

**Ipswich Housing Strategy 2019–2024**

<https://www.ipswich.gov.uk/content/ipswich-housing-strategy>

**Ipswich Whole Plan Viability Assessment (2019)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/ipswich\\_borough\\_council\\_wpv\\_final.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/ipswich_borough_council_wpv_final.pdf)



# Air Quality Assessment



## WHEN IS IT REQUIRED?

The Low Emissions SPD (Incorporating Parking Standards for the IP-One Area) (adopted November 2021) defines three levels of development scale (small, medium and large), see Appendix 1 of the Low Emissions SPD for the thresholds/sizes and additional trigger criteria used in the SPD.

Small and medium scale developments will need to conduct an Exposure Assessment. If the Exposure Assessment indicates relevant exposure will occur, then applicants will need to conduct an Air Quality Assessment.

Large scale developments will require an Air Quality Assessment.



## WHAT IS REQUIRED?

The purpose of an Air Quality Assessment is to demonstrate the likely changes in air quality or exposure to air pollutants, as a result of a proposed development.

The Low Emissions SPD provides detailed guidance on what is required from Exposure Assessments and Air Quality Assessments. It expects mitigation measures to be built in at the design stage.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **National Planning Policy Framework (2021), Paragraphs 103, 170 and 181**

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

### **The Air Quality (England) Regulations 2000**

<https://www.legislation.gov.uk/ukxi/2000/928/contents/made>

### **Land-Use Planning and Development Control: Planning for Air Quality (Jan 2017)**

<http://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf>

### **Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policy DM3 (Air Quality)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_dpd\\_review.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_dpd_review.pdf)

### **Ipswich Designated AQMAs:**

<https://www.ipswich.gov.uk/airqualitymanagement>

### **Low Emissions Supplementary Planning Document Incorporating Parking Standards for the IP-One Area (2021)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/low\\_emissions.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/low_emissions.pdf)



# Application Summary

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## WHEN IS IT REQUIRED?

For major planning applications (as defined on page 20) where the supporting information would exceed 100 pages.

If an application is not classified as a major application but is accompanied by more than 100 pages of supporting documents, a summary document would be useful but is not essential.



## WHAT IS REQUIRED?

This summary should not exceed 20 pages and should include an overview of the proposal and a clear description of its impacts. The aim of this document is to introduce the scheme to parties who are not familiar with the details of the proposed development. It should be written in a style which is accessible to the public.

Where amendments are made to an application during the planning process, the application summary should be updated or a document outlining the changes made should be submitted.



# Archaeological Assessment / Desk Based Assessment



## WHEN IS IT REQUIRED?

The Borough will require that development proposals which may disturb remains below ground are supported by an appropriate assessment of the archaeological significance of the site including, if necessary, the results of a programme of archaeological field investigation. Such assessments should be proportionate to the importance of the site. Sites within the Area of Archaeological Importance are especially likely to contain significant archaeological remains. The Development and Archaeology Supplementary Planning Document provides guidance on the preparation of archaeological assessments.



## WHAT IS REQUIRED?

A Desk Based Assessment should cover:

- Likely character, complexity and condition of remains, including potential for waterlogging.
- Significance of remains, are there nationally, regionally, locally important remains.
- A likely deposit model (along with confidence in it), to inform on deposit depths and the
- Potential for waterlogged deposits with sensitive organic remains.
- Impacts of past land use and development on heritage assets (as defined on page 21) and their setting.
- The impact of proposed development on heritage assets and their setting.

A Desk Based Assessment should include review of:

- Data in the Ipswich Urban Archaeological Database (UAD).
- Past planning data and building control plans, information on services.
- Readily available sources in the Suffolk Records Office (including maps, photographs, and pictures) and other relevant local and national archives (such as the Historic England Archive). A list of sources for the earlier history of the town compiled by historian Tony Breen is available on the UAD website.
- Photographs of the site and surroundings, observations from walkover (including comments on buildings, cellar survey).
- Conservation Area and other townscape appraisals.
- Contamination data.
- Geological, topographical and soil data, UAD deposit data, geotechnical data (boreholes, test pits), hydrogeological data, LiDAR data.
- Historic Landscape Characterisation data (for Zone 2c sites, see Appendix 3) to assess historic landscape features (e.g. with boundaries).

Desk-based Assessment should be undertaken by an archaeological contractor or consultant with suitable expertise in carrying out research.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

**National Planning Policy Framework (2021), Chapter 16**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

**Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policies CS4 (Protecting Our Assets) and DM14 (Archaeology) and Plan 4**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_dpd\\_review.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_dpd_review.pdf)

**Ipswich Development and Archaeology Supplementary Planning Document (2018)**

<https://www.ipswich.gov.uk/content/development-and-archaeology-supplementary-planning-document-spd>

**Suffolk County Council Archaeology Service**

<https://www.suffolk.gov.uk/culture-heritage-and-leisure/suffolk-archaeological-service>

**Chartered Institute for Archaeologists, Standards and Guidance for Historic Environment Desk-based Assessment**

[https://www.archaeologists.net/sites/default/files/CifAS%26GDBA\\_3.pdf](https://www.archaeologists.net/sites/default/files/CifAS%26GDBA_3.pdf)

**Historic England, Preserving Archaeological Remains: Decision-taking for Sites Under Development (2016)**

<https://historicengland.org.uk/images-books/publications/preserving-archaeological-remains/>

**Ipswich Urban Archeological Database**

<https://heritage.suffolk.gov.uk/ipswich-uad>



# Biodiversity Gain Plan



## WHEN IS IT REQUIRED?

All major developments (as defined on page 20) must submit a Biodiversity Gain Plan.

For minor applications (excluding householders) the need for a Biodiversity Gain Plan will be dealt with on a case-by-case basis.



## WHAT IS REQUIRED?

The Environment Act sets out that the Biodiversity Gain Plan should cover:

- How adverse impacts on habitats have been minimised, mitigated and compensated for.
- The pre-development biodiversity value of the onsite habitat.
- The post-development biodiversity value of the onsite habitat.
- The biodiversity value of any offsite habitat provided in relation to the development.
- Any statutory biodiversity credits purchased.
- Any further requirements as set out in secondary legislation.

Monitoring is the responsibility of the developer and should be set out in the Biodiversity Gain Plan.

Applicants must use a standardised biodiversity metric. Prior to November 2023 applicants are strongly encouraged to use the latest version of the DEFRA Biodiversity Metric.

The Biodiversity Gain Plan and metric calculation must be carried out by a suitably qualified person (an ecologist).



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **A Green Future: Our 25 Year Plan to Improve the Environment**

<https://www.gov.uk/government/publications/25-year-environment-plan>

### **Environment Act 2021**

<https://www.legislation.gov.uk/ukpga/2021/30/contents/enacted>

### **National Planning Policy Framework (NPPF) 2021 , Paragraphs 8, 174, 179 and 180**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

### **Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policies CS4 (Protecting Our Assets), DM8 (The Natural Environment), DM9 (Protection of Trees and Hedgerows), DM11 (Countryside) and DM12 (Design and Character)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

### **Ipswich Wildlife Audit (2019)**

[https://www.ipswich.gov.uk/sites/default/files/ipswich\\_wildlife\\_audit\\_introduction\\_sep2019.pdf](https://www.ipswich.gov.uk/sites/default/files/ipswich_wildlife_audit_introduction_sep2019.pdf)

### **Suffolk Biodiversity Information Service:**

<https://www.suffolkbis.org.uk>

### **DEFRA Biodiversity Metric 3.1 (2022)**

<http://publications.naturalengland.org.uk/publication/6049804846366720>

### **Wildlife Assessment Checklist**

<https://www.biodiversityinplanning.org/wildlife-assessment-check>



# Community Consultation Exercise Statement



## WHEN IS IT REQUIRED?

All major developments (as defined on page 20).

The Community Consultation Exercise Statement may be incorporated into the Planning Statement where appropriate.



## WHAT IS REQUIRED?

A community involvement exercise should be undertaken prior to the submission of an application. A written statement should demonstrate that the views of the local community have been taken into consideration in the formulation of the development proposal.

The statement should include information on:

- The event/s held and who has been invited.
- Information on who attended the event/s and the comments made.
- What information was made available at each event.
- How the scheme has been changed in the light of the comments received.

In terms of who should be invited to each event, as a minimum this should include the local MP, all relevant Ipswich Borough Council and Suffolk County Council Ward Councillors (including neighbouring ward members if proposals are on the edge of a ward), the Planning and Museums Portfolio Holder, the Leaders of the political groups, any known landowners or occupiers of the application site, adjoining owners and occupiers and residents groups.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **Ipswich Borough Council Statement of Community Involvement (2018)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/ibc\\_statement\\_of\\_community\\_involvement\\_review.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/ibc_statement_of_community_involvement_review.pdf)

### **Ipswich Borough Council Councillors**

<https://democracy.ipswich.gov.uk/mgMemberIndex.aspx?FN=WARD&VW=LIST&PIC=0>





# Construction Management and Demolition Plan



## WHEN IS IT REQUIRED?

For development that involves significant construction or earthworks.

This is not an essential requirement for determining an application but if it is not submitted as part of the planning application process for new development, a pre-commencement condition will be imposed on the grant of planning permission.



## WHAT IS REQUIRED?

Construction management plans should address:

- Public safety and site security.
- Site operating hours.
- Construction methodology and programme.
- Controls to be put in place to limit noise, vibration and dust.
- Proper management of air, dust, stormwater and site drainage/sediment.
- Site waste management and materials re-use.
- Traffic management including access routes to and from the site (including a swept path analysis).
- Site specific details which require detailed assessment e.g. interface with adjacent owners.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policy DM3 (Air Quality)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

### **Institute of Air Quality Management (IAQM) Guidance on the Assessment of Dust from Demolition and Construction (2014)**

<http://iaqm.co.uk/text/guidance/construction-dust-2014.pdf>



# Daylight/Sunlight/Microclimate Assessment



## WHEN IS IT REQUIRED?

Where a development proposal has the potential to affect the amenity of sensitive neighbouring uses.

All applications for tall buildings, defined as 'buildings which are substantially taller than their neighbours or which significantly change the skyline'. The definition is taken from 'Guidance on Tall Buildings' EH /CABE 2007.



## WHAT IS REQUIRED?

The report must be prepared in accordance with the adopted British Standard. It should identify and examine the impacts upon existing properties, future occupiers and sites with extant planning permissions.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **BRE Site Layout Planning for Daylight and Sunlight (2011)**

**Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policies DM15 (Tall Buildings), DM16 (Extensions to Dwellings and the Provision of Ancillary Buildings), DM17 (Small Scale Infill and Backland Residential Developments) and DM18 (Amenity)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

### **Space and Design Guidelines Supplementary Planning Document (2015)**

[www.ipswich.gov.uk/files/space\\_and\\_design\\_guides\\_spd.pdf](http://www.ipswich.gov.uk/files/space_and_design_guides_spd.pdf)



# Disability Access Statement



## WHEN IS IT REQUIRED?

For housing development where 10 or more homes will be provided.



## WHAT IS REQUIRED?

The statement should set out the measures used to achieve the requirements of the relevant standards under Building Regulations Part M4(2) and include or refer to plans which show compliance with the Building Control requirements. This can be included in Design and Access Statement.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **Building Regulations Access and use of building: Approved Document M**

<https://www.gov.uk/government/publications/access-to-and-use-of-buildings-approved-document-m>

### **National Planning Policy Framework (NPPF) 2021, Paragraphs 113 and 130**

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

### **Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policy DM12 Design and Character, DM25 Shopfront Design and DM30 District and Local Centres**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

### **National Register of Access Consultants**

[www.nrac.org.uk](http://www.nrac.org.uk)



# Draft Heads of Terms



## WHEN IS IT REQUIRED?

For all applications where a Section 106 and/or Unilateral Undertaking will be entered into.



## WHAT IS REQUIRED?

The draft heads of terms should set out clearly the obligations that the developer/landowner is willing to be bound by, in order to meet the needs generated by the development that are not going to be met as part of the development scheme itself. The draft heads of terms should also include the agreed timing/triggers for satisfying the obligations, along with the ownership and contact details necessary for this to be progressed.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **Developers guide to infrastructure contributions in Suffolk**

<https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/section-106-planning-obligations/developers-guide-to-infrastructure-contributions-in-suffolk/#Developers%20Guide%20to%20Infrastructure%20Contributions%20in%20Suffolk>



# Ecological Impact Assessment



## WHEN IS IT REQUIRED?

When the development is likely to affect any sites of biodiversity value, as defined by the SBIS Biodiversity Validation Checklist.



## WHAT IS REQUIRED?

All planning applications should show that they have used the SBIS Biodiversity Checklist when they are submitted. Where this Checklist suggests an Ecological Impact Assessment Report is required applications shall be supported by an adequate survey and, where ecological reports recommend that further surveys may be necessary these further surveys shall also be provided. The findings of the report shall be available as part of the application submission details displayed on the website.

Failure to submit the required report could result in your application not being registered. If providing a preliminary ecological report, a further report could be requested at some stage.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **National Planning Policy Framework (NPPF) 2021, Paragraphs 8, 174, 179 and 180**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

### **Planning Practice Guidance, Protected species and development: advice for planning authorities**

<https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications#where-to-expect-protected-species>

### **Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policies CS4 (Protecting Our Assets), DM8 (The Natural Environment), DM9 (Protection of Trees and Hedgerows), DM11 (Countryside) and DM12 (Design and Character)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

### **Ipswich Wildlife Audit (2019)**

[https://www.ipswich.gov.uk/sites/default/files/ipswich\\_wildlife\\_audit\\_introduction\\_sep2019.pdf](https://www.ipswich.gov.uk/sites/default/files/ipswich_wildlife_audit_introduction_sep2019.pdf)

### **Suffolk Biodiversity Information Service Biodiversity Value Checklist**

<https://www.suffolkbis.org.uk/planning/checklist>

### **CIEEM Guidelines for Preliminary Ecological Appraisal, Second Edition (2017)**

<https://cieem.net/wp-content/uploads/2019/02/Guidelines-for-Preliminary-Ecological-Appraisal-Jan2018-1.pdf>



# Economic Impact Assessment



## WHEN IS IT REQUIRED?

Required for the following types of application/ development:

- All major planning applications (as defined on page 20) involving the loss of land or buildings in employment uses (Use Class E(g), B2 General Industry or B8 Storage and Distribution, as defined by the Use Classes Order 1987 (as amended)).
- All major planning applications involving the delivery of new employment uses.



## WHAT IS REQUIRED?

The scope and level of detail required of each economic impact assessment will be proportionate to the nature and scale of the development proposals.

The assessment should forecast how many jobs might be created or lost (i.e. net jobs) as a result of the proposed development and provide details of the type of jobs that might be created or lost.

The assessment should indicate if and how employment opportunities, skills and training will be provided during and/or after construction for local residents.

The assessment should indicate if and how supply chain opportunities will be provided during and/or after construction for local businesses.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

**Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policies ISPA1 (Growth in the Ipswich Strategic Planning Area), CS2 (The Location and Nature of Development), CS13 (Planning for Jobs Growth) and DM33 (Protection of Employment Land)**

**Ipswich Economic Area Employment Land Supply Assessment Ipswich 2018**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/14400.02\\_final\\_ipswich\\_elsa\\_report\\_12.04.18.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/14400.02_final_ipswich_elsa_report_12.04.18.pdf)

**Ipswich Economic Area Sector Needs Assessment 2017**

<https://www.eastsuffolk.gov.uk/assets/Planning/Suffolk-Coastal-Local-Plan/Local-Plan-Review/Evidence-base/Employment-Land-Needs-Assessment-2017.pdf>

**Ipswich Employment Land Availability Assessment**

<https://www.ipswich.gov.uk/content/land-availability>

**Strategic Housing and Economic Land Availability Assessment 2020**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/shelaa\\_january\\_2020\\_final.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/shelaa_january_2020_final.pdf)

**Ipswich Borough Council Economic Development Strategy**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/final\\_adopted\\_economic\\_development\\_strategy\\_-\\_front\\_cover.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/final_adopted_economic_development_strategy_-_front_cover.pdf)

**Suffolk's Growth Framework**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/d0\\_-\\_suffolks\\_growth\\_framework.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/d0_-_suffolks_growth_framework.pdf)



# Environmental Statement



## WHEN IS IT REQUIRED?

All Schedule 1<sup>4</sup> Projects (as set out in The Town and Country Planning (Environmental Impact Assessment) Regulations 2017) require an Environmental Impact Assessment. For Schedule 2<sup>5</sup> projects, the local planning authority should consider whether it is likely to have significant effects on the environment. If a proposed project is listed in the first column in Schedule 2 of the 2017 Regulations and exceeds the relevant thresholds or criteria set out in the second column (sometimes referred to as 'exclusion thresholds and criteria') the proposal needs to be screened by the local planning authority to determine whether significant effects on the environment are likely and hence whether an Environmental Impact Assessment is required. Projects listed in Schedule 2 which are located in, or partly in, a sensitive area also need to be screened, even if they are below the thresholds or do not meet the criteria. Where it is uncertain whether an Environmental Statement is required, please contact the local planning authority requesting a formal determination on this issue. You should outline the proposal in sufficient detail for Council officers to decide on the matter. No fee is payable for this service.



## WHAT IS REQUIRED?

Applicants are advised to discuss the scope of the information to be gathered with the local planning authority in order to ensure that all issues are appropriately addressed. Formal Scoping Opinions can be requested.

Formal Screening Opinions as to whether EIA will be required can be requested at the pre-application stage.

<sup>4</sup> <https://www.legislation.gov.uk/uksi/2017/571/schedule/1/made>

<sup>5</sup> <https://www.legislation.gov.uk/uksi/2017/571/schedule/2/made>

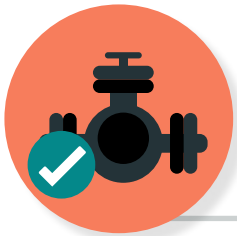


## SOURCES OF FURTHER INFORMATION AND SUPPORT

**The Town and Country Planning (Environmental Impact Assessment) Regulations 2017**  
<https://www.legislation.gov.uk/uksi/2017/571/introduction/made>

**Planning Practice Guidance Environmental Impact Assessment**  
<https://www.gov.uk/guidance/environmental-impact-assessment>





# Foul Drainage System Information



## WHEN IS IT REQUIRED?

Where a bio-disc plant is proposed.



## WHAT IS REQUIRED?

Where a bio-disc plant is proposed design calculations, test details and a layout plan should be submitted for consideration. Please note that these are not permitted in the urban area.



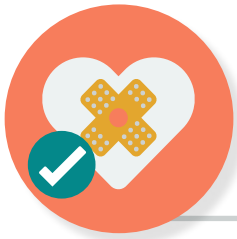
## SOURCES OF FURTHER INFORMATION AND SUPPORT

**Planning Practice Guidance Water supply, wastewater and water quality**

<https://www.gov.uk/guidance/water-supply-wastewater-and-water-quality>

**Anglian Water**

<http://www.anglianwater.co.uk>



# Health Impact Assessment

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## WHEN IS IT REQUIRED?

For all developments exceeding 100 dwellings.

For all care/assisted living developments.

Schemes involving the loss of, or creation, or expansion of health care facilities.

All applications where there is expected to be significant impact on the health and wellbeing of the local population or particular groups within it.

If the project is subject to Environmental Impact Assessment (EIA), then integrate health in the EIA process.



## WHAT IS REQUIRED?

A health impact assessment should:

- Maximise positive health impact, minimise negative health impact and enable an overall reduction in health inequalities.
- Be based on evidence and align with local health and wellbeing needs and priorities.
- Be delivered within the existing parameters and mechanisms of the planning process.
- Be proportionate to the significance of impact of the local plan or project proposal on population groups and based on locally determined triggers.
- Be shaped by opportunities for early and ongoing engagement and involvement by public health teams and wider health and social care partners.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **Planning Practice Guidance, Healthy and Safe Communities**

<https://www.gov.uk/guidance/health-and-wellbeing>

### **Health Impact Assessment Final Draft Ipswich Local Plan 2018 -2036**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/a9\\_health\\_impact\\_assessment\\_of\\_the\\_final\\_draft\\_ipswich\\_local\\_plan.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/a9_health_impact_assessment_of_the_final_draft_ipswich_local_plan.pdf)

### **Health Impact Assessment in spatial planning: a guide for local authority public health and planning teams (2020)**

<https://www.gov.uk/government/publications/health-impact-assessment-in-spatial-planning>

### **Joint Strategic Needs Assessment for Suffolk**

<https://www.healthysuffolk.org.uk/jsna/index-of-reports>

### **Ipswich Place Based Needs Assessment**

[https://www.healthysuffolk.org.uk/uploads/Ipswich\\_PBNA\\_V2.pdf](https://www.healthysuffolk.org.uk/uploads/Ipswich_PBNA_V2.pdf)

### **Office for Health Improvement & Disparities**

<https://fingertips.phe.org.uk>

### **Suffolk Observatory**

<https://www.suffolkobservatory.info>



# Heritage Statement



## WHEN IS IT REQUIRED?

Where a proposal involves directly, is adjacent to or affects the setting of a heritage asset (as defined on page 21), the developer must submit a Heritage Statement proportional to the heritage asset status.



## WHAT IS REQUIRED?

A Heritage Statement should include the following:

- Identify and describe all the heritage assets that may be affected by the proposed development, with an assessment of their heritage significance. The description should normally go beyond simply quoting published material such as a list description or Historic Environment Record (HER) entry, because it should enable the reader to understand the context of the proposals being assessed in the next section. Significance may not always be clear from list descriptions or HER entries. Close inspection of a building or site often reveals features previously unrecorded, and which sometimes fundamentally alter our understanding of a heritage asset.
- Assessment of impact – this describes the impact of the proposed development, and how it will alter or affect the heritage asset(s) and the setting. Questions to bear in mind while writing this section may include some or all of the following:
  - Does the statement sufficiently explain why the proposals are necessary or desirable?
  - Does the proposal affect any views looking away from or towards the asset?
  - If any historic fabric is to be removed or altered, is its significance properly understood and explained in the document?
  - Are the design details of any proposed new work clearly described in the Statement, to make up for any shortcomings in the submitted plans?
  - Has a variety of options been considered and why was this option chosen?
  - Are the works reversible in whole or in part?
  - If the proposed works will result in any harm, is the harm offset or outweighed by any public benefits?
- A mitigation strategy may be necessary. Sometimes, the mitigation of any adverse effects will have been worked through and resolved by amending or evolving the plans prior to submission, or there may be no mitigation measures necessary (e.g. when the intention of the works is solely to improve, repair or restore). However, for some categories of work it will be necessary to include a mitigation strategy that addresses the perceived impacts of the

proposed development on the significance of the historic asset. This might include modification or explanation of methods and materials, incorporation of planting or hard landscaping schemes, or a scheme of archaeological or architectural investigation and recording. A mitigation strategy may be evolved or modified between the applicant and the Borough Council.

Sometimes a Heritage Statement will be amalgamated with other documents such as a schedule of works, a Design and Access Statement, or drawn details that may expand on the content of submitted drawings. It is for the applicant or agent to decide whether it is appropriate, in the circumstances, to amalgamate the documents or keep them separate. So long as the content of the document is made clear in the title, it makes no difference to the validation of an application by the Authority.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **National Planning Policy Framework (2021), Paragraphs 189–208**

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

### **Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policies CS4 (Protecting Our Assets) and DM13 (Built Heritage and Conservation)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_dpd\\_review.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_dpd_review.pdf)

### **National Heritage List for England**

<https://historicengland.org.uk/listing/the-list/>

### **Local List (Buildings of Townscape Interest) Supplementary Planning Document (2021)**

<https://www.ipswich.gov.uk/content/local-list-spd>

### **Ipswich Conservation Area Appraisals (various dates)**

<https://www.ipswich.gov.uk/content/about-our-conservation-areas>

### **Ipswich Urban Character Supplementary Planning Documents (various dates)**

<https://www.ipswich.gov.uk/content/urban-character-supplementary-planning-document>

### **Historic England Advice Note 12, Statements of Heritage Significance**

<https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/>



# Housing Delivery Statement



## WHEN IS IT REQUIRED?

Proposals for temporary car park applications on sites allocated for housing in the adopted Ipswich Local Plan Review 2018-2036.



## WHAT IS REQUIRED?

Temporary car park applications will be required to submit a Housing Delivery Statement illustrating future plans to bring forward the respective housing site occupied by the proposed temporary car park.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

**Site Allocations and Policies, Policy SP34 (Town Centre Car Parking in the IP-One Area)**  
[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/site\\_allocations\\_and\\_policies\\_dpd\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/site_allocations_and_policies_dpd_0.pdf)



# Land Contamination Assessment



## WHEN IS IT REQUIRED?

For development on land that has been identified on the public register as being contaminated or land that is adjacent to a source of contamination, a Phase 1 Assessment will be required as a minimum. Also, any application where contaminated land is suspected or where a sensitive end use is proposed. Development comprising dwellings, allotments, schools, nurseries, playgrounds, hospitals, and care homes will require a minimum of a Phase 1 Land Contamination Assessment (often referred to as a Preliminary Risk Assessment) to be submitted.

Early engagement will clarify what assessment is needed to support the proposal and issues that need to be considered in its design and development.



## WHAT IS REQUIRED?

The Phase 1 Land Contamination Assessment should include a desktop study, site walkover and a conceptual site model.

The purpose of a Phase 1 Land Contamination Assessment is to establish the previous uses of the site or land adjacent to the site, and to initially identify potential sources pathways and receptors (pollutants / contamination linkages).

As part of the desktop study and site walkover it is important to identify all past uses of the site, and adjacent or nearby sites, since pollutants have the potential to travel away from the source, depending on the geology, groundwater and surface water of the area.

The desktop study and the site walkover should be the first stages of any site assessment and should enable a 'conceptual site model' of the site to be produced that provides a clear interpretation of all plausible pollutant linkages at the site.

The Phase 1 Land Contamination Assessment compiled following the completion of the conceptual model will determine whether a Phase 2 Intrusive Site Investigation is required.

Where significant contamination is known or is likely to be present, it may be necessary to carry out some site investigations before the submission of an application, as significant contamination may limit the allowable land uses.

The National Quality Mark Scheme (NQMS) accredits competent persons with regard to assessing and reporting land contamination issues.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

**National Planning Policy Framework (NPPF) 2021 , Paragraphs 120, 174 and 183**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

**Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policy DM18 (Amenity)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

**Planning Practice Guidance Land Affected by Contamination**

<https://www.gov.uk/guidance/land-affected-by-contamination>

**Environmental Protection Act 1990 Part 2A**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/223705/pb13735cont-land-guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/223705/pb13735cont-land-guidance.pdf)

**Ipswich Borough Council Contaminated Land & Planning**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/contaminated\\_land\\_and\\_planning\\_march\\_2020.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/contaminated_land_and_planning_march_2020.pdf)





# Landscaping Strategy, Landscaping Scheme and Management Plan



## WHEN IS IT REQUIRED?

All major developments (as defined on page 20) should be accompanied with a Landscaping Strategy including hard and soft landscaping details and an implementation / monitoring strategy.

It is possible to agree the principles of a landscape strategy as part of the planning application with the detail conditioned as part of the permission.

Larger developments likely to have a significant impact may require a Landscape and Visual Impact Assessment.



## WHAT IS REQUIRED?

A Landscaping Strategy should explain:

- The context/setting of the application site (which may include previous & existing land uses, variations in nature and location of vegetation, and the presence of heritage assets (as defined on page 21) and other buildings) and its relationship to the wider landscape, including water courses.
- How landscape and visual considerations have contributed to the overall design of the scheme.
- What measures will be incorporated to prevent or offset any potential adverse effects. This may be provided as a stand alone document or as a subsection within the Design & Access Statement.

Landscape designs should incorporate the principles of biodiversity net gain and wildlife enhancement and provide accessible routes and networks to facilitate connections for people and animals.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

**National Planning Policy Framework (NPPF) 2021 , Paragraphs 130 and 174**  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

**Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policies DM8 (The Natural Environment), DM9 (Protection of Trees and Hedgerows), DM11 (Countryside), DM12 (Design and Character) and DM13 (Built Heritage and Conservation)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

**Ipswich Wildlife Audit 2019**

[https://www.ipswich.gov.uk/sites/default/files/ipswich\\_wildlife\\_audit\\_introduction\\_sep2019.pdf](https://www.ipswich.gov.uk/sites/default/files/ipswich_wildlife_audit_introduction_sep2019.pdf)

**Settlement Sensitivity Assessment Volume 1: Landscape Fringes of Ipswich (2018)**

<https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/settlement-sensitivity-assessment-july2018.pdf>

**IBC Space and Design Guidelines SPD (2015)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/space\\_and\\_design\\_guides\\_spd.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/space_and_design_guides_spd.pdf)

**Suffolk Design Guide for Residential Areas, Landscaping (2000)**

<http://www.suffolk.gov.uk/business/planning-and-design-advice/suffolk-design-guide-for-residential-areas>



# Landscape /Townscape and Visual Impact Assessment (LVIA/TVIA)



## WHEN IS IT REQUIRED?

A Landscape and Visual Impact Assessment / Townscape and Visual Impact Assessment (LVIA/TVIA) is required for any development that would likely have a significant impact on the landscape or townscape. This may form part of an environmental statement where a proposal would fall within the guidelines of an environmental impact assessment (EIA) development.



## WHAT IS REQUIRED?

An Landscape and Visual Impact Assessment (LVIA) will be required to be prepared in accordance with the latest Landscape Institute guidance (currently GLVIA3: Guidelines for Landscape and Visual Impact Assessment).

Where a proposal is an EIA development it will be required to be carried out by a competent expert and the assessment must include a statement outlining the relevant expertise or qualifications of such experts (normally a Chartered Member of the Landscape Institute).



## SOURCES OF FURTHER INFORMATION AND SUPPORT

**Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policies DM12 (Design and Character) and DM13 (Built Heritage and Conservation)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_dpd\\_review.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_dpd_review.pdf)

**Ipswich Borough Council Conservation Area Appraisals (various dates)**

<https://www.ipswich.gov.uk/content/about-our-conservation-areas>

**Ipswich Borough Council Local List (Buildings of Townscape Interest) Supplementary Planning Document (2021)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/local\\_list.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/local_list.pdf)

**Landscape Institute, Guidelines for Landscape and Visual Impact Assessment (GLVIA3)**

**Historic England Advice Note, The Setting of Heritage Assets**

<https://historicengland.org.uk/images-books/publications/gpa3-setting-of-heritage-assets>



# Lighting Assessment



## WHEN IS IT REQUIRED?

All developments proposing or including:

- Significant external lighting and adverts.
- Floodlighting.
- Large expanses of glazing which could result in light spillage.
- Lighting adjacent to a highway.
- External lighting of historic buildings.
- Developments in sensitive areas, such as adjacent to sites of nature conservation importance.
- Development where protected or Section 41 priority species are known or strongly suspected to be present.



## WHAT IS REQUIRED?

Details of external lighting and the proposed hours when it would be switched on. Include a layout plan with beam orientation, schedule of the equipment in the design, and any proposed mitigation measures.

Schemes involving floodlighting need to provide an assessment that will cover such matters as: light spillage, hours of illumination, light levels, column heights, specification and colour, treatment for lamps and luminaries, the need for full horizontal cut-off; no distraction to the highway; levels of impact on nearby dwellings; use of demountable columns; retention of screening vegetation; use of planting and bunding to contain lighting effects.

The assessment should include how the lighting may affect:

- Visual amenity.
- Local character and distinctiveness.
- Neighbouring amenity.
- Heritage assets (as defined on page 21) if present.
- Designated nature conservation sites or Section 41 priority species.
- Habitats if present.
- Protected or Section 41 priority species if known or strongly suspected to be present and how those effects will be mitigated.

*Section 41 of the 2006 Natural Environment and Rural Communities Act lists England's rarest and most threatened species.*



## SOURCES OF FURTHER INFORMATION AND SUPPORT

**National Planning Policy Framework (NPPF) 2021, Chapter 16, Paragraphs 185**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

**Planning Practice Guidance Light Pollution**

<https://www.gov.uk/guidance/light-pollution>

**Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policy DM18 (Amenity)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

**Ipswich Wildlife Audit 2019**

[https://www.ipswich.gov.uk/sites/default/files/ipswich\\_wildlife\\_audit\\_introduction\\_sep2019.pdf](https://www.ipswich.gov.uk/sites/default/files/ipswich_wildlife_audit_introduction_sep2019.pdf)

**DEFRA - Artificial Light in the Environment (2013)**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/269402/pb14108-artificial-light-progress-dec2013.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/269402/pb14108-artificial-light-progress-dec2013.pdf)

**Guidance Notes for the Reduction of Obtrusive Light (2021) (Institution of Lighting Engineers)**

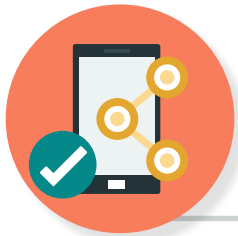
<https://www.theilp.org.uk/documents/obtrusive-light>

**Information from the Bat Conservation Trust on artificial lighting, and Eurobats guidelines for consideration of bats in lighting projects**

**The Chartered Institution of Building Services Engineers (CIBSE) – Society of Light and Lighting (SLL) Code for Lighting**

**The Chartered Institution of Building Services Engineers (CIBSE) – Society of Light and Lighting (SLL) Lighting Guide 6: The Exterior Environment**

**The Chartered Institution of Building Services Engineers (CIBSE) – Society of Light and Lighting (SLL) Lighting Guide 15: Transport Buildings**



# Marketing Information



## WHEN IS IT REQUIRED?

Planning applications for:

- Proposals in District and Local Centres for the change of use of ground floor units to F1, F2 and other suitable Sui Generis uses which meet the needs of the local community (Policy DM30).
- Non B1 (Business), B2 (General Industrial) and B8 (Storage or Distribution) uses on land allocated for such purposes in the development plan (Policy DM33).
- Proposals for substantial harm to (or total loss of significance of) a designated heritage asset (as defined on page 21).
- The loss of a community facility (as defined through Policy DM24).
- The loss of arts, cultural and tourism facilities, including visitor accommodation (Policy DM28); and
- Change of use or redevelopment of a public house (Policy DM28).

In cases where applicants are proposing a change of use from a Class E use to a non-Class E use that would fall above the defined thresholds, it is advised that they enter into pre-application discussions with the Council to determine the type of information that would be required to robustly demonstrate that it would add to the vitality and viability of the zone.

The need for such evidence should be clarified with the Local Planning Authority at pre-application stage including the scope of the marketing exercise and timescales.



## WHAT IS REQUIRED?

For information on Marketing Requirements please see Appendix 5 of the Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review DPD.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

**Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policies DM13 (Built Heritage and Conservation), DM24 (Protection and Provision of Community Facilities), DM27 (The Central Shopping Area), DM28 (Arts, Culture and Tourism), DM30 (District and Local Centres), DM33 (Protection of Employment Land) and Appendix 5**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

**IBC Retail Surveys** <https://www.ipswich.gov.uk/content/retail-surveys>

**IBC Employment Land Availability Surveys**

<https://www.ipswich.gov.uk/content/land-availability>



# Noise and Vibration Assessment



## WHEN IS IT REQUIRED?

Where uses sensitive to noise are proposed close to an existing source of noise or when development that is likely to generate noise is proposed, the Council will require an acoustic report to accompany the application.

This includes applications requiring ventilation and extraction equipment.



## WHAT IS REQUIRED?

An assessment should be prepared by a suitably qualified acoustician and outline the potential sources of noise/vibration generation, and how this may have a negative effect on local amenity. The assessment should also outline how the developer intends to mitigate and reduce to a minimum potential adverse impacts.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **National Planning Policy Framework (NPPF) 2021, Paragraphs 174 and 185**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

### **Planning Practice Guidance Noise**

<https://www.gov.uk/guidance/noise--2>

### **Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policy DM18 Amenity**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)



# Odour Assessment



## WHEN IS IT REQUIRED?

Where development that is likely to result in odours is proposed, including applications requiring ventilation and extraction equipment.

Where development that is likely to be impacted upon by odours from existing land uses is proposed.



## WHAT IS REQUIRED?

An assessment should be prepared by a suitably qualified professional and should be prepared in accordance with Chapter 3.1 (Content of an Odour Assessment for Planning) of the Institute of Air Quality Management – Guidance on the Assessment of Odour for Planning (2018).



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **National Planning Policy Framework (NPPF) 2021, Paragraph 180**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

### **Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policy DM18 Amenity**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

### **Environment Agency Odour Management guidance:**

<http://webarchive.nationalarchives.gov.uk/20140328084622/http://www.environment-agency.gov.uk/homeandleisure/pollution/odour/136139.aspx>

### **Institute of Air Quality Management – Guidance on the Assessment of Odour for Planning (2018)**

<https://iaqm.co.uk/text/guidance/odour-guidance-2014.pdf>





# Open Space Assessment



## WHEN IS IT REQUIRED?

For all major developments (as defined on page 20).

Development that includes the loss of all or any part of open spaces and sports and recreation facilities.

Open space should be taken to mean all open space of public value, including areas of water such as rivers, canals, lakes, and reservoirs, that can offer important opportunities for sport and recreation and can also act as a visual amenity.



## WHAT IS REQUIRED?

Proposals should typically address:

- Relevant national and local policy around open space, sports or recreational facilities.
- Identify the quantity, quality and accessibility of existing provision.
- Any remediation efforts to compensate for the loss of open space, sports or recreational facilities.

Developers would be expected to engage with Sport England to ensure that the loss of the open space, sports or recreation facility will be acceptable, and this evidence would be expected to be presented as part of any application.

Assessments should be robust and up-to-date. Where possible, green spaces should provide for wildlife habitats designed and located so as to create a link with existing ecological networks and/or green corridors, which may include the proposed green trail around Ipswich for sites on the edge of the Borough. All planting proposals should be accompanied by an appropriate management plan.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **National Planning Policy Framework (NPPF) 2021, Paragraphs 98 – 103**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

### **Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policies CS16 (Green Infrastructure, Sport and Recreation), DM5 (Protection of Open Spaces, Sports and Recreation Facilities), DM6 (Provision of New Open Spaces, Sports and Recreation Facilities) and Appendix 3 (Ipswich standards for the provision of open spaces, sport and recreation facilities – table 9)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

### **Sport England Playing Fields and Policy Guidance (2018)**

<https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/final-playing-fields-policy-and-guidance-document.pdf>

### **IBC Play Area Strategy Draft**

<https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/Draft-Play-Strategy-2014-2021.pdf>

### **IBC Public Open Space Supplementary Planning Document (2017)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/public\\_open\\_space\\_spd\\_22feb\\_2-updated\\_290817.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/public_open_space_spd_22feb_2-updated_290817.pdf)

### **IBC Open Space, Sport and Recreation Study (2009) (as updated in 2017)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/Draft\\_Ipswich\\_Open\\_Space\\_Sport\\_and\\_Recn\\_Report\\_Sept09.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/Draft_Ipswich_Open_Space_Sport_and_Recn_Report_Sept09.pdf)



# Planning Statement



## WHEN IS IT REQUIRED?

All major developments (as defined on page 20).



## WHAT IS REQUIRED?

A planning statement provides a balanced justification for a proposed development and includes an assessment of how the proposed development relates to relevant national and local planning policies. The planning statement generally aims to demonstrate that a proposal is in accordance with all policies. It may also include the planning history of the site and details of consultations with the Local Planning Authority and wider community/statutory consultees undertaken prior to submission. The statement should clearly set out the planning balance, summarise all the supporting documents and weigh the material considerations in the balance, particularly where reductions are proposed in policy requirements.

Other site-specific assessments could be included within the Planning Statement, depending on the scale and nature of the development.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **National Planning Policy Framework (NPPF) 2021**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

### **Ipswich Local Plan Review 2018 – 2036**

<https://www.ipswich.gov.uk/localplanadoption>

### **Suffolk Minerals and Waste Local Plan, Policies MP10 (Minerals consultation and safeguarding areas) and WP18 (Safeguarding of waste management sites)**

<https://www.suffolk.gov.uk/planning-waste-and-environment/minerals-and-waste-policy/suffolk-minerals-and-waste-development-scheme/>

### **Planning Practice Guidance Minerals**

<https://www.gov.uk/guidance/minerals>



# Retail Impact Assessment / Sequential Test



## WHEN IS IT REQUIRED?

### Sequential Test

A Sequential Test is required for main Town Centre uses<sup>6</sup> which are neither in an existing Centre nor in accordance with the Local Plan.

### Retail Impact Assessment

A Retail Impact Assessment is required for retail developments of more than 200sqm net outside defined Centres. Assessment of the retail impact of proposed development on the Central Shopping Area will only be required where the retail floorspace proposed exceeds 525 sq. m. net.

Retail proposals that are over 525 sq. m net will be required to undertake a Retail Impact Assessment on all Defined Centres (including the Central Shopping Area) in the catchment area.

Retail proposals that are between 200 and 525 sq. m. over 200 sq. m net will be required to undertake a Retail Impact Assessment on District and Local Centres in the catchment area.



## WHAT IS REQUIRED?

### Sequential Test

A Sequential Test should clearly demonstrate that preferable locations (in centre, then edge of centre locations – as defined in the NPPF (2021) and Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review) have been assessed and can be appropriately discounted as unavailable or unsuitable. The area of search should be informed by the geographical catchment that the use is intended to serve, and full consideration should be given to sites that are suitable, viable and available or could become available within a reasonable timescale.

### Retail Impact Assessment

Retail Impact Assessment should consider:

- The impact of the proposal on existing, committed and planned public and private investment in a Defined Centre in the catchment area of the proposal, taking account of cumulative impact.
- The impact of the proposal on the vitality and viability of Defined Centres, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major developments (as defined on page 20) where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.

The scope of these assessments should be agreed with the local planning authority in accordance with local and national planning policy principles.

In addition, Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policy DM23 requires new retail development to be appropriate in terms of scale of development and accessibility by a choice of public transport (criteria a & d).

<sup>6</sup> *Main town centre uses are defined in the NPPF as: retail development (including warehouse clubs and factory outlet centres); leisure, entertainment facilities, and the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).*



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **National Planning Policy Framework (NPPF) 2021, Chapter 7**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

### **Planning Practice Guidance, Town Centres and Retail**

<https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres>

### **Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policies DM27 (The Central Shopping Area), DM30 (District and Local Centres), DM31 (Town Centre Uses Outside the Central Shopping Area) and DM32 (Retail Proposals Outside Defined Centres)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)



# Sequential Test and Exception Test



## WHEN IS IT REQUIRED?

A Sequential Test must be undertaken as part of the planning process if both of the following apply:

- The development is in flood zone 2 or 3 – (to find out which flood zone a site is in please see Strategic Flood Risk Assessment, Appendix A, Map 6) or at medium or high risk (100 year or 30 year flood events) of surface water flooding (find out if the site at risk of surface water flooding on the long term flood risk map).
- a Sequential Test has not already been completed for development of the same type on the proposed site. The Sequential Test has been carried out for Local Plan allocations within the flood zone as reported in the Flood Risk Sequential and Exception Test Statement October 2020 (Ipswich Local Plan 2018–2036 Core Document reference I34.1).

A Sequential Test does not need to be carried out if there has been one carried out as part of the Local Plan process, provided flood risk and development circumstances have not changed.

If it is not possible for development to be located in areas with a lower risk of flooding (taking into account wider sustainable development objectives), the exception test may have to be applied. The need for the exception test will depend on the potential vulnerability of the site and of the development proposed, in line with the Flood Risk Vulnerability Classification set out in Annex 3 of the NPPF (2021).



## WHAT IS REQUIRED?

If the Sequential Test is required, the developer needs to include in the Sequential Test the name and location of the site proposed for development and an explanation of why that specific site was selected. Developers will need to agree with Ipswich Borough Council an appropriate area of search for, and list of, reasonably available alternative sites, against which to test the proposed development site. For more guidance, please see Section 5.3 of the Development and Flood Risk SPD.

To pass the exception test it should be demonstrated that:

- a) the development would provide wider sustainability benefits to the community that outweigh the flood risk; and
- b) the development will be safe for its lifetime taking account of the vulnerability of its users, without increasing flood risk elsewhere, and, where possible, will reduce flood risk overall.

Both elements of the exception test should be satisfied for development to be allocated or permitted.

The application of the exception test should be informed by a strategic or site specific flood risk assessment.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **National Planning Policy Framework (NPPF) 2021 , Paragraphs 159-169**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

### **Planning Practice Guidance Flood Risk Assessment: the Sequential Test for Applicants**

<https://www.gov.uk/guidance/flood-risk-assessment-the-sequential-test-for-applicants>

### **Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policy DM4**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

### **Ipswich Borough Council Local Plan Site Allocations and Policies (incorporating IP-One Area Action Plan) Development Plan Document Review**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/site\\_allocations\\_and\\_policies\\_dpd\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/site_allocations_and_policies_dpd_0.pdf)

### **IBC Development and Flood Risk SPD (2022)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/development\\_flood\\_risk\\_spd\\_-\\_adopted\\_27-july\\_2022\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/development_flood_risk_spd_-_adopted_27-july_2022_0.pdf)

### **Strategic Flood Risk Assessment**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/i34\\_-\\_sfra\\_main\\_report\\_2020-10-08.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/i34_-_sfra_main_report_2020-10-08.pdf)

### **Strategic Flood Risk Assessment Appendices A, C, D and E**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/i34-updated\\_new\\_appendix\\_acd\\_and\\_e\\_combined.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/i34-updated_new_appendix_acd_and_e_combined.pdf)

### **Strategic Flood Risk Assessment Appendix F**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/i34.38\\_-\\_i34.68\\_appendix\\_f\\_all\\_combined.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/i34.38_-_i34.68_appendix_f_all_combined.pdf)

### **Strategic Flood Risk Assessment Appendix G**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/i34.69\\_-\\_i34.100\\_appendix\\_g\\_all\\_combined.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/i34.69_-_i34.100_appendix_g_all_combined.pdf)



# Site Specific Flood Risk Assessment

(including Exception Test)



## WHEN IS IT REQUIRED?

Flood Risk Assessments are required to form part of planning applications for development in the following situations:

- In flood zone 2 or 3 including minor development and change of use.
- Involving sites of more than 1 hectare (ha) in flood zone 1.
- Sites of less than 1 ha in flood zone 1 where proposed development includes the change of use to a more vulnerable Use Class (for example from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (for example ground water, surface water, drains or canals).
- Sites in an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency. The EA locally has not designated any “areas with critical drainage problems” in Essex, Norfolk or Suffolk. Please note that these should not be confused with the “Critical Drainage Areas” identified by Suffolk County Council in its Surface Water Management Plan, which are different in context. Therefore, in Ipswich Borough, the EA has not designated any area of flood zone 1 as having critical drainage problems.
- Development in a ‘critical drainage area’ as identified in the Ipswich Surface Water Management Plan.

In addition, the SCC Local Flood Risk Management Strategy (Appendix C) requires FRAs for:

- Development in areas shown on ‘flood risk from surface water’ maps online (<https://flood-warning-information.service.gov.uk/long-term-flood-risk/map>);
- Development in basements and on lowered ground levels;
- Development which involves land raising where this impacts on surface water flood risk – the applicant would need to assess the impact of displacing surface water by ground raising. If the ground raising is in a mapped or known flood risk area, then it will have some impact, and an FRA will determine the scale and nature of the impact;
- Sites adjacent to roads with no drainage – drainage and flooding of highway issues should be resolved as part of the planning application; or
- Any other specific areas that may be listed in SFRAs.

A planning application may be refused by Ipswich Borough Council if it does not include a Flood Risk Assessment when it is required, or the contents are not satisfactory. The Sequential and Exception Test (if required) can be included as part of the site-specific Flood Risk Assessment.





## WHAT IS REQUIRED?

A site-specific Flood Risk Assessment checklist is included in Table 8-1 at Appendix 5 of the Development and Flood Risk SPD. Applicants are required to follow the checklist to ensure that Flood Risk Assessments provide all the information the Council needs in order to determine the application.

All relevant current Climate Change Allowances (Peak River Flow, Peak Rainfall Intensity and Sea Level) for use in Flood Risk Assessments can be obtained from <https://www.gov.uk/guidance/flood-risk-assessments-climate-change-allowances>

Ipswich Borough Council has set out particular requirements for Flood Risk Assessments in specific areas in Table 8, which are additional to the requirements set out in the checklist in Appendix 5 of the Development and Flood Risk SPD.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **National Planning Policy Framework (NPPF) 2021 , Section 14 and Annex 3**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

### **Planning Practice Guidance Flood Risk and Coastal Change**

<https://www.gov.uk/guidance/flood-risk-and-coastal-change>

### **Planning Practice Guidance Flood Risk Assessment for Planning Applications**

<https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications>

### **Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policies CSI (Sustainable Development) & DM4 (Development and Flood Risk)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

### **Producing a Surface Water Management Plan for Ipswich**

<https://www.greensuffolk.org/app/uploads/2021/05/Ipswich-Flood-Risk-Management-Strategy-SUMMARY.pdf>

### **Ipswich Surface Water Management Plan Phase 3 Report May 2012**

<https://www.greensuffolk.org/app/uploads/2021/05/Ipswich-Flood-Risk-Management-Strategy-v12.pdf>

### **IBC Development and Flood Risk SPD (2022)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/development\\_flood\\_risk\\_spd\\_-\\_adopted\\_27-july\\_2022\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/development_flood_risk_spd_-_adopted_27-july_2022_0.pdf)

### **Ipswich Strategic Flood Risk Assessment 2020, includes local flood maps and watercourses**

<https://www.ipswich.gov.uk/content/the-ipswich-strategic-flood-risk-assessment-sfra>

### **Environment Agency Preparing a Flood Risk Assessment: Standing Advice**

<https://www.gov.uk/guidance/flood-risk-assessment-standing-advice>



# Site Specific Viability Appraisal



## WHEN IS IT REQUIRED?

For proposals of 15 dwellings or more or on sites of 0.5ha or more where affordable housing provision does not meet the requirements of Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policy CS12.

The requirement for affordable housing does not apply to development composed of 65% or more flats on brownfield sites.

Where a proposed development departs from other planning policy requirements due to viability.



## WHAT IS REQUIRED?

Viability assessment should reflect the recommended approach set out in the viability guidance, including standardised inputs, and should be made publicly available.

Where a viability assessment is submitted to accompany a planning application this should be based upon and referenced back to the viability assessment that informed the plan; and the applicant should provide evidence of what has changed from that assessment.

Applicants encouraged to enter into pre-application discussions with the Local Planning Authority to outline the specific requirements of such an assessment.

Please note that any viability assessment should be prepared on the basis that it will be made publicly available other than in exceptional circumstances. Even in those circumstances an executive summary should be made publicly available.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **National Planning Policy Framework (NPPF) 2021, Paragraph 58**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

### **PPG Planning Obligations**

<https://www.gov.uk/guidance/planning-obligations>

### **Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policy CS12 (Affordable Housing)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

### **IBC Whole Plan Viability Assessment (2019)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/ipswich\\_borough\\_council\\_wpv\\_final.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/ipswich_borough_council_wpv_final.pdf)

### **Developers guide to infrastructure contributions in Suffolk**

<https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/section-106-planning-obligations/developers-guide-to-infrastructure-contributions-in-suffolk/#Developers%20Guide%20to%20Infrastructure%20Contributions%20in%20Suffolk>

### **RICS: Assessing viability in planning under the National Planning Policy Framework 2019 for England (2021)**

[https://www.rics.org/globalassets/rics-website/media/upholding-professional-standards/sector-standards/land/assessing-financial-viability\\_final.pdf](https://www.rics.org/globalassets/rics-website/media/upholding-professional-standards/sector-standards/land/assessing-financial-viability_final.pdf)

### **Development Appraisal Tool**

<https://www.gov.uk/government/collections/development-appraisal-tool>



# Site Waste Management Statement



## WHEN IS IT REQUIRED?

An appropriate site-specific written statement should accompany all major developments (as defined on page 20).



## WHAT IS REQUIRED?

The statement should set out how construction waste is managed, stored and disposed of in an appropriate manner by appropriate contractors. The report should set out how efforts will be made to minimise waste and where not possible, have place systems which maximise the beneficial use and recycling of material.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

**DTI Code of Practice – Site Waste Management Plans: guidance for construction contractors and clients**

<http://www.constructingexcellence.org.uk/resources/publications/view.jsp?id=2568>



# Shadow<sup>7</sup> Habitats Regulation Assessment including an Appropriate Assessment



## WHEN IS IT REQUIRED?

Development within 13km of internationally important nature conservation sites in Ipswich Borough Council, Babergh District Council, Mid Suffolk District Council and East Suffolk Council requires mitigation for recreational disturbance impacts from dog walking and other recreational uses.

The local authorities and Natural England have worked together to develop a strategy and mechanisms to implement Suffolk Coast RAMS, this is set out in local plans and a Supplementary Planning Guidance Document.

Mitigation is a combination of:

- A financial contribution based on the number of dwellings, to fund a wardening and visitor management scheme (Suffolk RAMS) for the designated sites themselves.
- Green infrastructure on housing development sites to encourage people to stay local and to reduce pressure on designated sites.

Applicants seeking consent for new residential development must provide sufficient evidence to allow the Appropriate Assessment to be made, which is the stage at which avoidance and/or mitigation measures can be considered. Enough evidence must be provided about the effectiveness of mitigation measures and likely significant effects to demonstrate that no reasonable scientific doubt remains as to the absence of such effects.

Please note that Natural England have advised that where there is a large development (50+ residential units), or where there is a small development in close proximity to a site (1.5km), consideration of further bespoke mitigation measures may also be required.



## WHAT IS REQUIRED?

The scope and content of an appropriate assessment will depend on the nature, location, duration and scale of the proposed plan or project and the interest features of the relevant site. 'Appropriate' is not a technical term. It indicates that an assessment needs to be proportionate and sufficient to support the task of the competent authority in determining whether the plan or project will adversely affect the integrity of the site.

An appropriate assessment must contain complete, precise and definitive findings and conclusions to ensure that there is no reasonable scientific doubt as to the effects of the proposed plan or project. The competent authority will require the applicant to provide such information as may reasonably be required to undertake the assessment.

An appropriate assessment must consider the indirect effects on the designated features and conservation objectives, including the following principles:

- An appropriate assessment must catalogue the entirety of habitat types and species for which a site is protected.
- An appropriate assessment must identify and examine the implications of the proposed plan or project for the designated features present on that site, including for the typical species of designated habitats as well as the implications for habitat types and species present outside the boundaries of that site and functionally linked; insofar as those implications are liable to affect the conservation objectives of the site.
- Where the competent authority rejects the findings in a scientific expert opinion recommending additional information, the appropriate assessment must include an explicit and detailed statement of reasons which is capable of dispelling all reasonable scientific doubt on the effects of the proposal on the site.
- A competent authority is permitted to grant a plan or project consent which leaves the applicant free to determine subsequently certain parameters relating to the construction phase, only if that authority is certain that the consent includes conditions that are strict enough to guarantee that those parameters will not adversely affect the integrity of the site.

<sup>7</sup> This document is described as a shadow HRA (sHRA) as it does not replace the local planning authorities duties to complete such an assessment. However, if considered appropriate the local planning authority may formally adopt this assessment as its own.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **Conservation of Habitats and Species Regulations 2017 as amended (known as the Habitats Regulations) National Planning Policy Framework (NPPF) 2021 , Chapter 4**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

### **Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policy DM8 (The Natural Environment)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

### **Planning Practice Guidance Appropriate Assessment**

<https://www.gov.uk/guidance/appropriate-assessment>

### **Suffolk Coast RAMS Supplementary Planning Document (2019)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/suffolk\\_coast\\_rams.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/suffolk_coast_rams.pdf)

### **Natural England can provide further advice to developers through its Discretionary Advice Service**

[www.gov.uk/guidance/developers-get-environmental-advice-on-your-planning-proposals](http://www.gov.uk/guidance/developers-get-environmental-advice-on-your-planning-proposals)



# Statement of Crime Prevention



## WHEN IS IT REQUIRED?

For all major applications (as defined on page 20), public buildings and large Houses in Multiple Occupation (where there are more than six people living together as a single household).

The Statement of Crime Prevention may be incorporated into the Design and Assess Statement where appropriate.



## WHAT IS REQUIRED?

A statement that demonstrates that crime prevention measures have been incorporated into the design. This should include reference to the relevant Secured By Design (SBD) Guide, detailing how issues such as the layout of the whole development, orientation of buildings, natural surveillance, boundary treatments, parking arrangements, access control where appropriate, secure cycle storage provision and lighting have taken crime prevention guidance into account. Annotated plans should be included where relevant. It is requested that all plans include a key clearly defining all aspects of the plans.

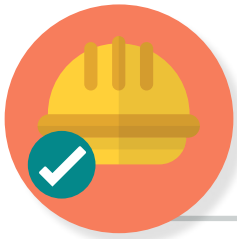


## SOURCES OF FURTHER INFORMATION AND SUPPORT

Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policies CS16 (Green Infrastructure, Sport and Recreation), DM6 (Provision of New Open Spaces, Sports and Recreational Facilities), DM12 (Design and Character), DM16 (Extensions to Existing Dwelling Houses), DM19 (The Subdivision of Family Dwellings) and DM29 (Evening and Night-time Economy).

### Secured by Design Guides

<https://www.securedbydesign.com/guidance/design-guides>



# Structural Survey and Method Statement



## WHEN IS IT REQUIRED?

All applications that involve:

- The change of use or conversion of a timber framed building.
- The demolition a listed building or any part of a listed building.
- The demolition or partial demolition of any building which is locally listed or positively contributes to the character of a conservation area.



## WHAT IS REQUIRED?

A full structural survey by a structural engineer or suitably qualified professional. This should include each of the following where appropriate:

- General description and age of building.
- Condition - structural integrity, foundations, damp proofing, walls, joinery, timbers, roof structure and roof covering.
- Assessment of repairs necessary to ensure retention of the building.
- Assessment of structural and other alterations necessary to implement the proposed conversion.
- Assessment of percentage of building that needs to be rebuilt - including walls and timbers.
- Opinion as to the suitability of building for proposed conversion.
- Photographs are often helpful but not essential.
- A schedule of works necessary to preserve the building.
- A schedule of works necessary to carry out the applicant's proposals (including those necessary to meet building regulation approval).



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policy DM13 (Built Heritage and Conservation)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

### **National Heritage List for England**

<https://historicengland.org.uk/listing/the-list>

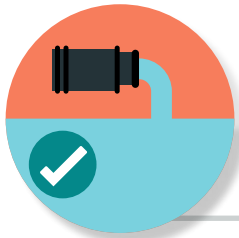
### **IBC Local List (Buildings of Townscape Interest) SPD**

<https://www.ipswich.gov.uk/content/local-list-spd>

### **IBC Conservation Area Appraisals**

<https://www.ipswich.gov.uk/content/about-our-conservation-areas>





# Sustainable Drainage Strategy



## WHEN IS IT REQUIRED?

The NPPF (July 2021), Section 169, requires that all major development (as defined on page 20) incorporate Sustainable Drainage Systems (SuDS) unless there is clear evidence that this would be inappropriate.



## WHAT IS REQUIRED?

The Suffolk Flood Risk Management Partnership has created a number of useful documents which clarify what is required of developers and why.

The Suffolk Local Flood Risk Management Strategy (Appendix A) outline what is required at each stage of the planning process, including:

- Drainage Strategy including details of how the proposed drainage strategy will deliver on each of the four pillars of SuDS.
- Site Investigation Report.
- Dimensioned Layout Drawings (which must show existing watercourses and drainage features alongside the proposed SuDS features).
- Supporting Hydraulic Calculations.
- Maintenance & Management Plan.

Please contact [floods@suffolk.gov.uk](mailto:floods@suffolk.gov.uk) or visit <https://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/guidance-on-development-and-flood-risk/>



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **National Planning Policy Framework (NPPF) 2021, Section 169**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

### **Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policies CS1 (Sustainable Development), DM1 (Sustainable Construction) and DM4 (Development and Flood Risk)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

### **Suffolk Flood Risk Management Partnership**

<https://www.greensuffolk.org/about/SFRMP/>

### **Suffolk Local Flood Risk Management Strategy**

Please see Suffolk County Council's Website  
[www.suffolk.gov.uk](http://www.suffolk.gov.uk)

### **Sustainable Drainage Systems (SuDS) a Local Design Guide Appendix A to the Suffolk Flood Risk Management Strategy**

<https://www.suffolk.gov.uk/asset-library/imported/2018-10-01-sfrms-suds-guidance-appendix-a.pdf>

### **Sustainable Drainage Systems - Non-statutory technical standards for sustainable drainage systems March 2015**

<https://www.gov.uk/government/publications/sustainable-drainage-systems-non-statutory-technical-standards>

### **The SuDS Manual 2007**

<https://www.ciria.org/ItemDetail?iProductCode=C753F&Category=FREEPUBS>



# Sustainability Statement



## WHEN IS IT REQUIRED?

All major developments (as defined on page 20) and new residential development.



## WHAT IS REQUIRED?

A sustainability statement that explains and illustrates how sustainability considerations have influenced scheme design.

This assessment should outline the approach taken to ensure new development achieves a high standard of environmental sustainability in accordance with Policies CS1 (Sustainable Development), CS2 (The Location and Nature of Development), CS5 (Improving Accessibility) (in particular the 15% transport mode shift target), DM1 (Sustainable Development) and DM2 (Decentralised Renewable or Low Carbon Energy).



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **National Planning Policy Framework (NPPF) 2021, Chapter 2 and 14**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

### **Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policies CS1 (Sustainable Development), CS2 (The Location and Nature Of Development), CS5 (Improving Accessibility), DM1 (Sustainable Construction), DM2 (Decentralised Renewable or Low Carbon Energy)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

### **Net Zero Carbon Toolkit for Housing**

<https://www.greensuffolk.org/net-zero-carbon-toolkit-housing>



# Tall Building Assessment

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## WHEN IS IT REQUIRED?

All development where the proposed building(s) would be substantially taller than its neighbours, or which would significantly change the skyline, although this can be included in Design and Access Statement.



## WHAT IS REQUIRED?

The impact assessment should address the following where relevant:

- Details of the scale, form, massing, proportions and silhouette, facing materials and relationship to other structures.
- Identify the zones of visual influence of a proposal.
- The relationship between the building and its context.
- The effect on the local environment.
- The effect on the historic environment.

This assessment should outline the approach taken to ensure the development is in accordance with Policy DM15 (Tall Buildings).

The assessment should include illustrative material so the impact of the tall building can be properly and accurately assessed.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

**Planning (Listed Buildings and Conservation Areas) Act 1990, Section 66(1)**

<https://www.legislation.gov.uk/ukpga/1990/9/contents>

**National Planning Policy Framework (NPPF) 2021 , Chapter 12**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

**Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policies DM12 (Design and Character), DM13 (Built Heritage and Conservation) and DM15 (Tall Buildings)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

**IP-One Area Action Plan Inset Policies Map**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/ip-one\\_area\\_action\\_plan\\_inset\\_policies\\_map.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/ip-one_area_action_plan_inset_policies_map.pdf)

**Ipswich Urban Character Supplementary Planning Documents (SPD)**

<https://www.ipswich.gov.uk/content/urban-character-supplementary-planning-document>

**Ipswich Conservation Area Appraisals**

<https://www.ipswich.gov.uk/content/about-our-conservation-areas>

**Local List (Buildings of Townscape Interest) Supplementary Planning Document (SPD)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/local\\_list.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/local_list.pdf)

**Guidance on Tall Buildings (CABE and English Heritage 2007)**

[https://www.designcouncil.org.uk/sites/default/files/asset/document/guidance-on-tall-buildings\\_0.pdf](https://www.designcouncil.org.uk/sites/default/files/asset/document/guidance-on-tall-buildings_0.pdf)

**Tall Buildings Historic England Advice Note 4 (2022)**

<https://historicengland.org.uk/images-books/publications/tall-buildings-advice-note-4/>



# Telecommunications Report



## WHEN IS IT REQUIRED?

For all application for new telecommunications equipment (excluding applications for prior approval).



## WHAT IS REQUIRED?

Telecommunications applications will need to be accompanied by:

- Area of search.
- Details of the proposed structure.
- Technical justification.
- Evidence of mast sharing.
- Details of any consultation undertaken.
- A signed declaration that the equipment and installation has been designed to comply with the requirements of the radio frequency (RF) public exposure guidance of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policy ISPA2 (Strategic Infrastructure Priorities)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

### **Code of Best Practice on Mobile Network Development in England (2013)**

[http://www.mobilemastinfo.com/images/stories/2013\\_Code\\_of\\_best\\_practice/Code\\_of\\_Best\\_Practice\\_on\\_Mobile\\_Network\\_Development\\_-\\_Published\\_24-07-2013.pdf](http://www.mobilemastinfo.com/images/stories/2013_Code_of_best_practice/Code_of_Best_Practice_on_Mobile_Network_Development_-_Published_24-07-2013.pdf)



# Theatre Assessment



## WHEN IS IT REQUIRED?

All applications that involve:

- Alteration or an extension to an existing theatre.
- Construction of, or change of use to, a theatre.
- Demolition or change of use from a theatre.
- Neighbouring or adjacent development which may impact on a theatre.



## WHAT IS REQUIRED?

A written statement setting out justification for any proposal and its implications for the viability of the theatre. Any proposal for the demolition or change of use of a theatre will also be required to demonstrate that the facility is no longer required / comply with Policy DM24 (Protection and Provision of Community Facilities).



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policy DM24 (Protection and Provision of Community Facilities)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

### **Theatres Trust, How to Assess an Application Impacting a Theatre**

[http://www.theatrestrust.org.uk/assets/000/001/787/How\\_to\\_assess\\_a\\_planning\\_application\\_impacting\\_a\\_theatre\\_original.pdf?1584008198](http://www.theatrestrust.org.uk/assets/000/001/787/How_to_assess_a_planning_application_impacting_a_theatre_original.pdf?1584008198)



# Transport and Highways Reports



## WHEN IS IT REQUIRED?

Paragraph 113 of the NPPF (2021) sets out that all developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed.

The Council will expect major development proposals (as defined on page 20) to provide an appropriate travel plan, having regard to the thresholds set out in the Suffolk County Council Suffolk Travel Plan Guidance, to explain how sustainable patterns of travel to and from the site and modal shift targets will be achieved. Development proposals will be accompanied by a satisfactory Transport Statement or Transport Assessment, having regard to the indicative thresholds below, which demonstrates that the cumulative impacts of the development after mitigation are not severe.

A Transport Statement will generally be required for proposals for the development of:

- 30 to 49 dwellings
- 1,500 – 2,499 sq. m of Use Class E(g) floorspace;
- 2,500 – 3,999 sq. m of B2/B8 floorspace; and
- 800 – 1,499 sq. m of Use Class E(a) floorspace.

A Transport Assessment will generally be required for proposals for the development of:

- 50 or more dwellings;
- 2,500 sq. m or more of Use Class E(g) floorspace;
- 4,000 sq. m or more of B2/B8 floorspace; and
- 1,500 sq. m or more of Use Class E(a) floorspace.

Please seek pre-application advice from the Local Planning Authority for definitive advice on the scope of these documents in order to avoid abortive work.



## WHAT IS REQUIRED?

### Transport Assessments and Statements

The scope and level of detail in a Transport Assessment or Statement will vary from site to site but the following should be considered when settling the scope of the proposed assessment:

- Information about the proposed development, site layout, (particularly proposed transport access and layout across all modes of transport).
- Information about neighbouring uses, amenity and character, existing functional classification of the nearby road network.



- Data about existing public transport provision, including provision/ frequency of services and proposed public transport changes.
- A qualitative and quantitative description of the travel characteristics of the proposed development, including movements across all modes of transport that would result from the development and in the vicinity of the site.
- An assessment of trips from all directly relevant committed development in the area (i.e., development that there is a reasonable degree of certainty will proceed within the next 3 years).
- Data about current movements on links and at junctions (including by different modes of transport and the volume and type of vehicles) within the study area and identification of critical links and junctions on the highways network.
- An analysis of the injury accident records on the public highway in the vicinity of the site access for the most recent 3-year period, or 5-year period if the proposed site has been identified as within a high accident area.
- An assessment of the likely associated environmental impacts of transport related to the development, particularly in relation to proximity to environmentally sensitive areas (such as air quality management areas or noise sensitive areas).
- Measures to improve the accessibility of the location (such as provision/ enhancement of nearby footpath and cycle path linkages) where these are necessary to make the development acceptable in planning terms.
- A description of parking facilities in the area and the parking strategy of the development.
- Ways of encouraging environmental sustainability by reducing the need to travel.
- Measures to mitigate the residual impacts of development (such as improvements to the public transport network, introducing walking and cycling facilities, physical improvements to existing roads).

In general, assessments should be based on normal movements and usage conditions (e.g. non-school holiday periods, typical weather conditions) but it may be necessary to consider the implications for any regular peak traffic and usage periods (such as rush hours). Projections should use local traffic forecasts such as TEMPRO drawing where necessary on National Road Traffic Forecasts for traffic data.

The timeframe that the assessment covers should be agreed with the Council in consultation with the relevant transport network operators and service providers.

### **Travel Plan**

Travel plans should evaluate and consider:

- Benchmark travel data including trip generation databases.
- Information concerning the nature of the proposed development and the forecast level of trips by all modes of transport likely to be associated with the development.

- Relevant information about existing travel habits in the surrounding area.
- Proposals to reduce the need for travel to and from the site via all modes of transport.
- Provision of improved public transport services.

They may also include:

- Parking strategy options (if appropriate – and having regard to national policy on parking standards and the need to avoid unfairly penalising motorists).
- Proposals to enhance the use of existing, new and improved public transport services and facilities for cycling and walking both by users of the development and by the wider community (including possible financial incentives).



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **National Planning Policy Framework (NPPF) 2021, Chapter 9**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

### **Planning Practice Guidance, Travel Plans, Transport Assessments and Statements**

<https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

### **Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policies CS5 (Improving Accessibility), CS20 (Key Transport Proposals) and DM21 (Transport Access in New Development)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

### **Suffolk Travel Plan Guidance (2019)**

<https://www.suffolk.gov.uk/assets/Roads-and-transport/public-transport-and-transport-planning/Local-Links/2019-02-01-FINAL-Suffolk-Travel-Plan-Guidance-Web-Version.pdf>

### **Department of Transport Guidance on Transport Assessment (2007) Appendix B**

<http://webarchive.nationalarchives.gov.uk/+http://www.dft.gov.uk/adobe/pdf/165237/202657/guidanceontaappendixb>

**For local car club operators please contact Suffolk County Council Highways Department.**



# Tree Survey (Arboricultural Assessment)



## WHEN IS IT REQUIRED?

Where development affecting trees or hedgerows is proposed. This includes trees and hedges, within or adjacent to the application site that could be affected by the proposed development.

Applications for works to trees protected by a Tree Preservation Order (TPO).



## WHAT IS REQUIRED?

The application must be accompanied by:

- An accurate survey and assessment of all existing trees and hedgerows on site in accordance with BS5837 'Trees in relation to design, demolition and construction – Recommendations' 2012, by a competent arborist.
- Details of protective measures to be put in place during the development process to ensure the health and safety of each specimen and hedgerow to be retained.
- Where removal of a mature or semi-mature tree or hedgerow is proposed, a plan for replacement planting on a two for one basis or better and using semi-mature specimens, unless otherwise agreed by the Council.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **National Planning Policy Framework (NPPF) 2021 , Paragraphs 131, 174 and 180**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

### **Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policy DM9 (Protection of Trees and Hedgerows)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

### **Planning Practice Guidance, Tree Preservation Order and Trees in Conservation Areas**

<https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas>

### **BS 5837 (2012) Trees in Relation to Design, Demolition and Construction**

<https://knowledge.bsigroup.com/products/trees-in-relation-to-design-demolition-and-construction-recommendations/standard>

### **BS3998 (2010) Tree Work – Recommendations**

<https://knowledge.bsigroup.com/products/tree-work-recommendations/standard>

### **Ipswich Space and Design Guidelines SPD (2015)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/space\\_and\\_design\\_guides\\_spd.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/space_and_design_guides_spd.pdf)

### **Suffolk Design Guide for Residential Areas, Landscaping (2000)**

<http://www.suffolk.gov.uk/business/planning-and-design-advice/suffolk-design-guide-for-residential-areas/>



# Ventilation / Extraction Details



## WHEN IS IT REQUIRED?

Planning applications where ventilation or extraction equipment is to be installed, including those for the sale or preparation of cooked food, launderettes, and significant retail, business, industrial or leisure developments.



## WHAT IS REQUIRED?

Details of the position and design of ventilation and extraction equipment. This must include technical specification including predicted noise levels, noise mitigation measures and odour abatement techniques where required. Elevation drawings showing the size, location and external appearance of plant and equipment will also be required.



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **National Planning Policy Framework (NPPF) 2021 , Paragraph 180**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

### **Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policy DM18 (Amenity)**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

### **DEFRA Guidance on the Control of Odour & Noise from Commercial Kitchen Exhaust (2011)**

<http://www.defra.gov.uk/publications/2011/03/25/odour-noise-kitchen-exhaust-pb10527/>

# Additional Strategies Specific to all Outline/ Full Planning Applications for Development at the Ipswich Garden Suburb

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The following information should be submitted as part of an outline planning application for the development of the site. This list is not exhaustive and further requirements may be identified through pre-application discussions, whilst some items may be more appropriate for consideration at reserved matters stage dependent on the extent of approval sought by the applicant(s) at outline stage:

## **Masterplanning & Design**

- Illustrative master plan of site, whilst a series of site plans should identify open space networks and different land uses with sequencing, and also outline indicative densities and building heights by land area.
- Design & Access Statement also to include design details for District and Local Centres, schools, spine road, country park and visitor centre and rail bridges, and a car parking strategy.
- Landscape and green infrastructure strategy, including play and sports provision strategy

## **Planning**

- Planning Statement
- Retail Impact Assessment – to include floorspace schedule outlining indicative scale of proposed land uses at District & Local Centres
- Draft Heads of Terms for Section 106 Agreement
- Viability Appraisal and independent review with details to be agreed with Ipswich Borough Council
- Affordable Housing Statement
- Statement of Community Involvement (SCI)
- Whole-site Infrastructure Delivery Plan
- Neighbourhood Management Plans – to cover future maintenance of community spaces and buildings
- Community Development Strategy

## **Sustainability**

- Sustainability & Energy Assessment – outlining the approach taken to integrate sustainability during the design process. This can include topics such as water use, materials, surface water run-off, waste, pollution, health and wellbeing, management, ecology and transport. This should also include estimated energy loads and consumption as well as predicted CO<sub>2</sub> (carbon) emissions of the overall development, in addition to BREEAM assessments (if appropriate). The Council's Sustainability Development Checklist should be included as an appendix to such assessments.

## Traffic & Transport

- Whole-site Transport Assessment
- Whole-site Framework Travel Plan – outlining measures to encourage new residents and employees on site to use sustainable modes of transport
- Whole-site Public Transport Strategy – outlining a strategy for providing viable sustainable transport options
- Public Rights of Way Statement – assessing the impact on existing access routes
- Highway/Home Zone design report and any other reports & modelling as required in consultation with Suffolk County Council Highways department

## Environmental Impact

- Environmental Statements
- Landscape Assessments
- Arboricultural Survey & Landscape Plan, including tree and hedgerow removal details
- Biodiversity & Ecological Reports including Management Plan – survey timings to be agreed with Ipswich Borough
- Council in consultation with Suffolk County Council & Natural England
- Archaeology Assessments
- Air Quality Assessment – to include Low Emission Strategy
- Noise & Vibration Assessments
- Flood Risk Assessment
- Sustainable Drainage Strategy (subject to both planning and SAB approval)
- Heritage Statement – with particular regard to the setting of Red House Farm complex
- External lighting Assessments – to include assessment on habitat areas and where details of high-intensity lighting (e.g. MUGA floodlights) are included or indicatively shown near to sensitive/residential areas
- Land Contamination Assessments
- Site Waste Management Statement
- Construction Management Plans
- Utility Infrastructure Report



## SOURCES OF FURTHER INFORMATION AND SUPPORT

### **Ipswich Borough Council Local Plan Core Strategy and Policies Development Plan Document Review Policy CS10 Ipswich Garden Suburb**

[https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core\\_strategy\\_and\\_policies\\_development\\_erratum\\_with\\_plans\\_0.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf)

### **Ipswich Garden Suburb Supplementary Planning Document (2017)**

<https://www.ipswich.gov.uk/content/ipswich-garden-suburb-development-brief-supplementary-planning-document-public-consultation>

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