



Ipswich Borough Council Statement of Community Involvement

Adopted 16 July 2025

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1. Introduction

What is a Statement of Community Involvement?

This Statement of Community Involvement (SCI) sets out how Ipswich Borough Council will engage the public in the planning process. The Council is required to prepare an SCI in accordance with The Planning and Compulsory Purchase Act 2004.

The SCI provides a clear explanation of the minimum standards of public consultation the community can expect so they know how and when they can become involved in the preparation of planning policies and the determination of planning applications. Where resources and capacity allow, the Council will provide additional engagement opportunities beyond these minimum requirements.

There is a legal requirement on the Council to engage the public on local plans, supplementary planning documents (SPD) and planning applications. It is important that this is undertaken in a cost-effective, efficient and proportionate manner.

A local plan sets out the future development of the local area, drawn up by the local planning authority in consultation with the community. SPD provide more detailed advice or guidance on policies in the local plan.

The Council seeks to achieve a balanced and sustainable approach to development. Public representations are an important element of planning, however representations need to be balanced against legal requirements and national policy guidance.

2. Monitoring and Review

The Council's first SCI was adopted in 2007 and was last updated in January 2024. Since 2007 there have been changes to community engagement practices, including greater use of electronic communications and social media. These developments are incorporated into the update SCI.

To ensure alignment with the Council's Corporate Strategy, 'Proud of Ipswich', the Council will monitor the effectiveness of its non-statutory methods of consultation with the community in relation to planning.

Additionally, the updates to the SCI align with the Council's adopted [Community Engagement Strategy 2024-2030](#), which outlines mechanisms to facilitate meaningful engagement with all residents across Ipswich's varied communities.

3. Involving the Community in Planning Policy

There are two key parts to the planning system: planning policy and development management.

This section explains the opportunities for resident and community engagement during the preparation of planning policies and guidance. Section 4 explains the opportunities for community engagement in development management (planning applications).

The Government sets national policy through the National Planning Policy Framework (NPPF).

Local Planning policies shape the development of an area and provide a basis for decisions on planning applications. They also allocate land for future housing and employment needs

and protect the sensitive natural and physical environment, as well as existing community facilities. Local planning policies must accord with the national policy position.

The adopted Ipswich Local Plan (March 2022) guides the future development of Ipswich to 2036. In law, the documents that form the local plan are called 'Development Plan Documents'. For Ipswich this comprises:

- Core Strategy and Policies Development Plan Document Review, which sets out the strategic vision and objectives to guide the development of the town, promotes the spatial strategy for the town through strategic policies and provides a suite of policies to control, manage and guide development across the Borough;
- Site Allocations and Policies (Incorporating IP-One Area Action Plan) Development Plan Document Review, identifies a wide range of sites across the whole Borough and it sets out proposals to be applied to the IP-One Area Action Plan Area; and
- A Policies Map and IP-One Area Action Plan Inset Policies Map are published alongside this Site Allocations Plan to show how the allocations and policies apply across the Ipswich Borough.

The Local Plan is supported by supplementary planning documents (SPDs). These provide guidance to support the implementation of the planning policies contained in the Council's Local Plan.

A timetable for preparing and reviewing documents is set out in the [Local Development Scheme](#), which is available on the Council's website. This is regularly updated.

Who the Council will involve in the preparation of Planning Policy Documents

The Council would like to give everyone the opportunity to have their say on planning policy.

The following information provides the minimum standards the public can expect.

In preparing strategic planning policy documents, the Council is required to co-operate with neighbouring local planning authorities and other prescribed bodies under the statutory 'duty to co-operate'.

In preparing all planning policy documents, the Council is legally required to consult relevant organisations and individuals, including:

- Residents, businesses, developers and landowners located in the Borough;
- 'Specific Consultation Bodies' which include statutory authorities such as neighbouring districts, government agencies and utility providers;
- 'General Consultation Bodies' which include: interest and amenity groups; residents' associations; property, trade and business associations; voluntary organisations; and bodies that represent issues of race, ethnicity, gender, age, sexual orientation, disabilities and those with caring responsibilities.¹

Consultation bodies are listed in Appendix 1. It should be noted that not everyone will be contacted directly in respect of every planning document, as details of the consultation are made available by a range of communication methods outlined elsewhere in this document. The Council will aim to develop a flexible, sensitive, proportionate and customised approach

¹ Regulation 2, Town and Country Planning (Local Planning) (England) Regulations 2012.

to consultation across the whole Borough, involving interested and affected parties. Councillors will be notified directly of consultation on every planning document.

The Council aims to seek the diverse views of the community and demonstrate due regard under the Equality Duty. The Council recognises its consultation measures and communication channels are important considerations to ensure accessibility.

As such, the Council will:

- Ensure that public consultation events are held at accessible venues;
- Work proactively with individual members of the public, community groups and organisations; and
- Make reasonable adjustments to enable participation and involvement in consultations and feedback.

How will we Consult on Planning Policy Documents?

The following list provides examples of the type of consultation methods which the Council will employ when consulting on planning policy documents:

- E-mail interested parties on the Council's Local Plan consultees database (ensuring compliance with Data Protection rules);
- Publish consultation documents on the Council's website² and ensure that paper copies of consultation documents and printed forms are available at: the County Library, the County Council's Offices and Ipswich Borough Council's Principal Offices;
- Advertise consultations through a public notice in a local paper³, the Council's website, social media and Council publications as appropriate;
- At least one public exhibition will be arranged for a draft development plan document consultation. Such events will be held in accessible locations; and
- Where a development plan document identifies a development proposal relating to a specific area of land in Ipswich, the Council will post notices in prominent locations within the area.

The Council will explore new and innovative engagement methods as opportunities arise and resources permit.

How to Comment on Planning Policy Documents

All planning policy documents can be viewed, or downloaded free of charge, from the Council's [website](#).

For draft development plan documents, which form part of the Local Plan, comments and representations may be submitted in three ways:

- Through the Council's online consultation system available through the website;
- By e-mail to planningpolicy@ipswich.gov.uk (preferably attaching a completed comment form); or
- By letter.

² The Council's website is in an accessible format and the size of document font can be enlarged.

³ A press notice will be published in either the Ipswich Star or the East Anglian Daily Times, as appropriate.

Relevant representations received within the deadline are published on the Council's website and are available for public inspection (contact details and any identifiable information will be redacted before publication).

Please note that any consultations undertaken in the later stages of local plan preparation during and after the public examination of the plan are controlled by the Planning Inspector and not the Council.

For supplementary planning documents, comments may be submitted in the following ways:

- By e-mail to planningpolicy@ipswich.gov.uk; or
- By letter.

The Council summarises key points made through consultations. Responses are not made to individual comments but are prepared as a schedule, which is published on the Council's website.

Preparation of the Local Plan

The Council's existing Local Plan was adopted in March 2022. It is the key strategic planning document for Ipswich and sets out the vision, strategy, objectives and policies for land use in the Borough up to 2036. The Local Plan requires periodical review so that it remains up to date with local circumstances, as well as national policy. The process for preparing a local plan is explained below:

Preparation Stages for a Local Plan ('Development Plan Documents')

Pre-production, Evidence Gathering and Informal Consultation (Regulation 18)	<ul style="list-style-type: none">• Studies on key planning issues will be prepared and work on the sustainability appraisal will start. All evidence required to support a local plan examination will be published in a Core Document Library, which will be added to as necessary throughout the process of plan preparation.• The Council will consult relevant organisations and the local community about issues as appropriate. For more information, please see section above titled 'How will we Consult on Planning Policy Documents?'.• A sustainability appraisal scoping report (or any subsequent or predecessor document fulfilling the same function) will also be published for consultation at this time for a period of five weeks and the Council will consult those organisations identified in The Environmental Assessment of Plans and Programmes Regulations 2004 as noted in Appendix 1.• A draft local plan will be produced if appropriate, plus an interim sustainability appraisal report (or any subsequent or predecessor document fulfilling the same function). If so, the Council will consult for a minimum period of six weeks. This would be the key stage at which the community, businesses and other bodies with an interest in the planning process can influence the content of the local plan.
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	<ul style="list-style-type: none"> • The main consultation documents will be available to view on the Council's website. Paper copies will be available to view at the County Library, the County Council's Offices and Ipswich Borough Council's offices. • Supporting documentation will be available to view on the Council's website. Paper copies will be available to view at the County Library, the County Council's Offices and Ipswich Borough Council's offices. • The consultation will be advertised through a public notice, the Council's website, and social media as appropriate. • The Council will encourage people to submit comments online using the Council's online consultation tool. Paper comment forms will be available at the County Library, the County Council's Offices and Ipswich Borough Council's Offices. Other handwritten responses will also be accepted. • The Council will organise at least one public exhibition for a draft local plan consultation. • Where a local plan identifies a development proposal relating to a specific area of land, the Council will post notices in prominent locations within the area. <p>Engagement with all councillors will be undertaken.</p> <ul style="list-style-type: none"> • The Council will then consider any comments received and publish its responses to the comments made. However, the Council will not publish comments that contravene its compliance with the Equality Duty.⁴ The Council will then begin to decide upon its preferred options.
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Publication of the Local Plan (Regulation 19-20)	<ul style="list-style-type: none"> • The Council will publish the submission draft of the local plan together with a consultation statement, and the sustainability appraisal report (or any subsequent or predecessor document fulfilling the same function). The submission draft is the formal draft of the local plan which the Council intends to submit for examination. • Formal written representations will be invited on these documents and will be made publicly available in accordance with Regulation 22 below. • There will be a minimum period of six weeks for formal representations to be made.
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⁴ Equality Duty – Under the Equality Act 2010, the Council must have due regard to the need to: eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between different protected groups; and foster good relations between different protected groups.

	<ul style="list-style-type: none"> • Consultation will be undertaken in the same way as the draft local plan stage, where practicable.
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Submission of the Local Plan (Regulation 22)	<ul style="list-style-type: none"> • The Council will submit to the Secretary of State: <ul style="list-style-type: none"> ○ The local plan; ○ The sustainability appraisal report (or any subsequent or predecessor document fulfilling the same function); ○ A submission policies map if the adoption of the local plan will result in changes to the adopted policies map; ○ A consultation statement setting out who was invited to make representations at earlier stages, how they were invited to make representations, a summary of the main issues raised by those representations and how the Council has taken these into account; ○ If representations were made at draft plan stage, the number of representations made and the summary of the main issues raised (if there is a group representation then the number of individuals supporting that group representation must also be reported, where made available by the group, to give an accurate reflection of the strength of views, when the Council is satisfied that the group legitimately represents those it claims to); ○ Copies of those representations; and ○ Relevant supporting evidence documents. • The submission will be advertised through a public notice, the Council's website and social media where appropriate., • In line with Regulation 22, the Council will make representations made at Regulation 19 publicly available. • The main submission documents will be available to view on the Council's website and paper copies will be available to view at the County Library, the County Council's Offices and Ipswich Borough Council's offices. • Supporting documentation will be available to view on the Council's website. Paper copies will be available to view at the County Library, the County Council's Offices and Ipswich Borough Council's offices.
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Public Examination of the Local Plan (Regulation 23-25)	<ul style="list-style-type: none"> • An independent Planning Inspector will consider whether the Local Plan is 'sound', that is the document is 'positively prepared, justified, effective and consistent with national policy'. People and organisations making formal representations (at Regulation 19) will have the right to be heard at a public examination. • This part of the process is run by the Planning Inspector. After the Examination the Inspector may ask for consultation on any alterations to the document (known as 'main modifications'). The process for carrying out the consultation on the main modifications will be directed by the Planning Inspectorate. • These final representations are passed directly to the Planning Inspector.
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Adoption (Regulation 26)	<ul style="list-style-type: none"> • The Inspector will recommend any changes to the local plan necessary for it to be considered 'sound'. • The Council can choose to accept the Inspector's changes and adopt the document or re-submit a new plan. • If adopted, the local plan will be published together with an adoption statement and the sustainability appraisal report. Documentation will be available to view on the Council's website. Paper copies will be available to view at the County Library, the County Council's Offices and Ipswich Borough Council's offices.
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Supplementary Planning Documents

Supplementary planning documents (SPDs) are designed to help developers and individuals understand the implications of certain local plan policies and proposals and the implications for submission requirements for planning applications.

The procedure for adopting SPDs has some similarities to a local plan but they do not undergo public examination by a Planning Inspector and are not automatically subject to a sustainability appraisal. The same applies to the process for preparing or reviewing a statement of community involvement.

Preparation Stages for Supplementary Planning Documents (SPDs)

Pre-production and Identifying Issues with Stakeholders	<ul style="list-style-type: none"> • This stage involves gathering evidence about the area or subject of the particular SPD, for example, the SPD for Public Open Space would look at the use of parks and green spaces in the Borough. • The Council will consult relevant organisations and the local community as appropriate to the topic, seeking views on the content. For more information, please see section above titled 'How will we Consult on Planning Policy Documents?'.
	<ul style="list-style-type: none"> • As part of the process for preparing the draft SPD the Council will assess the main issues arising from the initial, focussed consultation undertaken and will prepare a consultation statement setting out how each of these concerns has been addressed.
Public Consultation on the Draft SPD (Regulation 12-13)	<ul style="list-style-type: none"> • The Council will publish the draft SPD together with the consultation statement and invite comments. • There will be a minimum of four weeks allowed for comments to be made. • If a sustainability appraisal report is required (or any subsequent or predecessor document fulfilling the same function) the Council will also consult on this report at this stage. The Council will undertake a screening exercise to determine if a strategic environmental assessment is required. • The Council will publicise any consultation at this stage through a public notice, the Council's website and social media where appropriate. • The main consultation documents will be available to view on the Council's website and paper copies will be available to view at the County Library, the County Council's Offices and Ipswich Borough Council's offices).
Adoption (Regulation 14)	<ul style="list-style-type: none"> • The Council will consider all valid comments that are made and make any appropriate changes to the SPD before it is adopted. • The SPD will be published together with the Consultation Statement and an Adoption Statement.

Neighbourhood Planning

The Localism Act 2011 introduced the facility for local people to prepare neighbourhood development plans and orders. Neighbourhood development plans and orders may be prepared by town or parish councils or neighbourhood forums.

Neighbourhood development plans set out policies for the development and use of land in a local area or neighbourhood. They are required to be in general conformity with strategic policies in the local plan. Once adopted a neighbourhood development plan forms part of the development plan and has the same status as a local plan.

Neighbourhood development orders grant planning permission for developments within an area and in so doing remove the need to submit a planning application for this type of development.

Local planning authorities are required to help communities in the process of preparing a neighbourhood development plan, but the plan-making process itself must be community-led. Neighbourhood development plans are required to undergo independent examination and be subject to a referendum of the local community.

The Council has a statutory role in the preparation of neighbourhood development plans and orders as required by the Neighbourhood Planning (General Regulations) 2012. The Council's statutory role includes:

- Designating the neighbourhood area (regulation 5) and neighbourhood forum (regulation 8);
- Publicising the submitted plan (regulation 16);
- Arranging and funding the examination (regulation 17);
- Publicising the examiner's report and plan proposal decision (regulation 18);
- Arranging and funding the referendum; and
- Adopting the plan (regulation 26).

In addition to its statutory duties, the Council will also endeavour to offer advice and support, subject to the resources available and the needs of the neighbourhood forum. Examples of the type of assistance the Council can provide includes:

- Providing advice on the legal requirements in relation to the neighbourhood planning process;
- Providing assistance in interpreting national and local planning policies;
- Making available electronic copies of our background and evidence base documents;
- Providing advice on public consultation;
- Providing constructive comments on an emerging plan or order; and
- Providing materials such as large scale maps.

For more information on the level and type of support that can be provided by the Council, please contact the Planning Policy Team.

The Council will also offer advice and assistance on proposals to modify a neighbourhood development plan. We undertake to work constructively with qualifying bodies and will make key decisions within statutory timescales.

At present there are no neighbourhood development plans or orders under preparation within Ipswich.

Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a charge levied on certain types of development and used to fund infrastructure provision.

The Council can only charge the levy after consulting on the levy, in accordance with the CIL Regulations. Consultation is with neighbouring councils, Suffolk County Council, residents, businesses and bodies the Council considers appropriate.

The levy is then assessed at an independent examination in public undertaken by an independent examiner appointed by the Council, for example a planning inspector, before the Council can adopt it.

Consultation on the levy is outside the scope of this document but will be in accordance with the CIL Regulations.

At this time the Council has not adopted the Community Infrastructure Levy, but the Council retains a watching brief on this matter.

4. Involving the Community at the Planning Application Stage

This section explains what consultation takes place before a planning application is decided and with whom.

The following information provides the minimum standards the public can expect.

After a planning application is received, the Council will undertake a period of consultation where views on the proposed development can be expressed.

Ward Councillors are notified of all applications via a weekly list of validated planning applications. This information is also available to the public via the Ipswich Borough Council website and via the embedded link [here](#). To see all valid applications registered by either street, address or within a specific time period go to Planning Online and select Planning Application Information.

The formal consultation period will normally last 21 days, re-consultation will normally be 14 days⁵ and we will identify and consult a number of different groups. Where a Statutory Consultee requests an extension of time, every effort will be made to accommodate the request, however this will be at the discretion of the case officer.

Pre-application discussions

The National Planning Policy Framework (NPPF) encourages applicants to engage in the pre-application process. The Council carries out pre-application discussions with potential applicants for a fee. This is a useful way to address planning issues before finalised proposals are drawn up and planning applications made. It is helpful at this stage if applicants provide as much information as possible including draft plans/documents, to allow a more informed

⁵ The consultation period may be longer or shorter, depending on the circumstances, and will be determined on a case by case basis. It will be clearly set out in any re-consultation notification.

response from the Council. This is particularly useful for dealing with major applications. Thus, the standard of applications received is improved, and the time needed to determine applications reduced.

Pre-application discussions should be used:

- To clarify whether a development is acceptable;
- To clarify details concerning what information should be given to the authority to enable it to determine the application; and
- To determine likely Section 106 contributions.

This stage of the discussion should involve authorities, applicants and consultees appropriate to the pre-application being discussed, working together to discuss these preliminary issues. The Council undertakes no publicity or neighbour notification in the pre-application process. The Council keeps his process confidential, other than in the case of Freedom of Information (FOI) and Environmental Information Regulations (EIR) requests.

Pre-application fees will apply to prospective applicants/agents seeking pre-application planning advice. Ipswich Borough Council's pre-application charging schedule is available via the embedded link [here](#).

Suffolk County Council is now charging for pre application advice, so IBC pre-applications which require input from services provided through Suffolk County Council may be subject to a charge (highways, local lead floods authority etc). The County Council's pre-application charging schedule can be found on their [website](#). This sets out the levels of charging for different SCC departments and different levels of engagement.

Pre-application consultation

The NPPF encourages applicants and developers for all types of development to undertake community engagement at the pre-application stage. This can help to improve the efficiency and effectiveness of the planning system for all parties. The Council welcomes such early consultation for all planning proposals, which are normally confidential.

It is important to note that consultations with councillors is not typically conducted as part of the pre-application process. This decision is in line with maintaining impartiality and avoiding any perception of bias or undue influence during the early stages of project development.

There is a legal requirement for developers to undertake statutory pre-application consultation on certain applications.

In addition, the Council's Local [Validation List 2023](#) outlines when a community consultation exercise is required i.e.:

- 10 or more dwellings (or half a hectare or more if an outline application); or
- 1,000 square metres or more of commercial development (or half a hectare or more if an outline application).

This consultation process (conducted by the applicant) should involve engaging with all relevant Ipswich Borough Council and Suffolk County Council Ward Councillors, as stipulated in the adopted Local Validation List 2023. This proactive engagement ensures that local elected representatives are informed and have the opportunity to provide input on proposed developments.

The results of this pre-application consultation process should be seen as a part of the planning application process. Developers will then be able to submit a consultation statement with their application. It may well be appropriate to engage in one or a series of public exhibitions and/or meetings. These events will be at the applicant's expense.

Who will be consulted on applications?

The Council is required to consult certain organisations (statutory consultees), prior to a decision being made on an application.

In addition to statutory consultees, the Council must also consider whether there are planning policy reasons to engage other consultees who, whilst not designated in law, are likely to have an interest in a proposed development (non-statutory consultees). A list of the statutory and non-statutory consultees is set out in Appendix 2.

Anyone can respond to a planning consultation. In addition to individuals who might be directly affected by a planning application, community groups and specific national and local interest groups may wish to provide representations on planning applications.

What Publicity will take Place?

Legislation sets minimum standards for publicity on planning applications.

Please Note: The definition of “adjoining owner or occupier” means any owner or occupier of any land adjoining the land to which the application relates. The Local Planning Authority interprets this as those properties which share a boundary with a piece of land. The specifics of this will vary from application to application.

In cases where the application would result in letters being sent to a block of flats, it will be permissible to place site notices by the flats entrance(s), instead of sending individual consultation letters, unless specifically required by the legislation.

The Council will undertake the following methods of consultation/advertisement:

Applications:	Statutory Requirements	Council's Proposed Notification Policy
i) Subject to Environment Impact Assessment (EIA) accompanied by an Environmental Impact Assessment (ES) ; or ii) not according with the Development plan; or iii) affecting a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies	<ul style="list-style-type: none"> • Local newspaper notice • Site notice • Website 	<ul style="list-style-type: none"> • Local Newspaper notice • Site notice • Website
Applications for Major or Sensitive Development	Statutory Requirements <ul style="list-style-type: none"> • Local newspaper notice 	Council's Proposed Notification Policy <ul style="list-style-type: none"> • Local newspaper notice • Site notice OR letter to adjoining owner /

	<ul style="list-style-type: none"> Site notice OR letter to adjoining owner/occupiers Website 	occupiers (Officer's discretion) <ul style="list-style-type: none"> Website
Applications for Minor Development	Statutory Requirements	Council's Proposed Notification Policy
	<ul style="list-style-type: none"> Site notice OR letter to adjoining owner/occupiers Website 	<ul style="list-style-type: none"> Site notice OR letter to adjoining owner / occupiers (Officer's discretion) Website
Householder Applications	Statutory Requirements	Council's Proposed Notification Policy
	<ul style="list-style-type: none"> Site notice OR letter to adjoining owner/occupiers Website 	<ul style="list-style-type: none"> Letter to all adjoining owner/occupiers Website
Applications for Change of Use	<ul style="list-style-type: none"> Site notice OR letter to adjoining owner/occupiers Website 	<ul style="list-style-type: none"> Site notice OR letter to adjoining owner / occupiers (Officer's discretion) Website
Applications for Advertisement Consent	Statutory Requirements	Council's Proposed Notification Policy
	None	None
Listed Building Consent	Statutory Requirements	Council's Proposed Notification Policy
	<ul style="list-style-type: none"> Local newspaper notice Site notice Website 	<ul style="list-style-type: none"> Local newspaper notice Site notice Website
Applications for development which would affect the setting of a listed building or affect the character and appearance of a conservation area	Statutory Requirements	Council's Proposed Notification Policy
	<ul style="list-style-type: none"> Local newspaper notice Site notice Website 	<ul style="list-style-type: none"> Local newspaper notice Site notice Website
Relevant demolition within a Conservation Area	Statutory Requirements	Council's Proposed Notification Policy
	<ul style="list-style-type: none"> Local newspaper notice Site notice OR letter to adjoining owner/occupiers Website 	<ul style="list-style-type: none"> Local newspaper notice Site notice OR letter to adjoining owner/occupiers (officer's discretion) Website

Applications relating to Trees	Statutory Requirements	Council's Proposed Notification Policy
Works to tree protected by a Tree Preservation Order	None	<ul style="list-style-type: none"> • Website
To fell a tree protected by a Tree Preservation Order	None	<ul style="list-style-type: none"> • Letters to all adjoining owner/occupiers • Website
Works to a tree in a Conservation Area	None	<ul style="list-style-type: none"> • Website
To fell a tree in a Conservation Area	None	<ul style="list-style-type: none"> • Letters to adjoining owner/occupiers • Website
Applications for Technical Detail Consent and Permission in Principle	Statutory Requirements	Council's Proposed Notification Policy
Permission in Principle	<ul style="list-style-type: none"> • Site notice • Website 	<ul style="list-style-type: none"> • Site notice • Website
Technical Detail Consent	<ul style="list-style-type: none"> • Site notice • Website 	<ul style="list-style-type: none"> • Site notice • Website
Prior Notification / Approval Applications	Statutory Requirements	Council's Proposed Notification Policy
Larger House Extensions & Enlargement of a dwelling house by construction of additional storeys	<ul style="list-style-type: none"> • Letter to adjoining owner/ occupiers. 	<ul style="list-style-type: none"> • Letter to adjoining owner/ occupiers • Website
<p>GPDO Part 3 Those changes of use specified where procedure 'W' applies (under Class G, M, MA, N, O, P, PA, Q, R, S and T)</p> <p>GPDO Part 4 Classes BB, and E</p> <p>Non-domestic extensions, alterations etc</p> <p>Renewable Energy</p> <p>Development by the Crown or for national security purposes</p>	<ul style="list-style-type: none"> • Letter to adjoining owner/ occupiers • Site notice • Website 	<ul style="list-style-type: none"> • Letter to adjoining owner/ occupiers • Site notice • Website
<p>Agricultural or Forestry development</p> <p>Agricultural or Forestry development for details of siting, design and external appearance</p>	<ul style="list-style-type: none"> • Website 	<ul style="list-style-type: none"> • Website

Demolition - Determination as to whether prior approval is required		
Development by/for electronic communications code operators	<ul style="list-style-type: none"> • Site notice OR letter to adjoining owner/occupiers <p>Schedule 2, Part 16, Para A3(6) 6]</p>	<ul style="list-style-type: none"> • Letters to all properties with a 100-metre radius of the site. Schools within 300 metres. • Site notice • Website
Construction of New Dwellinghouses	<ul style="list-style-type: none"> • Site notice • Website • Letter to adjoining owner/occupiers • Unless the proposed development falls within Class ZA by letter to all owners and occupiers of any flats and any other premises within the existing building. 	<ul style="list-style-type: none"> • Site notice • Website • letter to adjoining owner / occupiers • Unless the proposed development falls within Class ZA by letter to all owners and occupiers of any flats and any other premises within the existing building.
Other types of Prior Approval not listed above	<ul style="list-style-type: none"> • Site notice OR letter to adjoining owner/occupiers 	<ul style="list-style-type: none"> • Site notice OR letter to adjoining owner/occupiers (officer's discretion) • Website
Removal or Variation of Condition (Section 73 Application)	Statutory Requirements	Council's Proposed Notification Policy
	<ul style="list-style-type: none"> • Council's discretion 	Council's discretion
Discharge of Condition Applications	Statutory Requirements	Council's Proposed Notification Policy
	None	None
Lawful Development Certificate Applications	Statutory Requirements	Council's Proposed Notification Policy
	None	None
Non-material Amendments	Statutory Requirements	Council's Proposed Notification Policy
	None	Website

In all instances, the regulatory requirements will be adhered to by the Council.

How to Comment on a Planning Application

The Council welcomes comments on all planning applications, whether they support or object to a particular proposal. Application details are available for inspection electronically through the Council's website, where details can be found using the application reference number or by searching for an address. If you do not have access to a computer to view the application, please contact the Council to make alternative viewing arrangements (01473 432019).

Planning legislation requires planning decisions to be taken in accordance with the development plan (currently the Ipswich Local Plan 2022) unless material considerations indicate otherwise. For a comment to be taken into account, it has to be a material consideration. This means that the comment has to be relevant in planning terms (e.g. the loss of light or the over-development of a site). Further information in relation to material considerations may be found in Appendix 3.

There is a statutory consultation period of 21 days on most planning applications⁶. Comments on a planning application can be made in three different ways:

- via the Ipswich Borough Council website;
- via e-mail; or dm@ipswich.gov.uk
- via post.

All comments must be received in writing. The Council encourages comments to be submitted via electronic means. Appropriate responses received during the consultation period are uploaded onto the planning online page of the Council's website and are available for public inspection. Contact details and sensitive personal or identifying information are redacted before publication.

Revisions

Where an application has been amended before a decision is made, the local planning authority will decide whether further publicity and consultation is necessary on a case-by-case basis.

In deciding whether this is necessary we will follow the assessment set out in Planning Practice Guidance published by the Government. Where it is considered that re-consultation is necessary, the timeframe for responses may be shorter than the initial 21 days, usually 14 days.

Any re-consultation needed will be undertaken electronically where possible.

Who makes Decisions on Planning Applications?

The Council as local planning authority makes decisions on planning applications taking into consideration the policies of the Ipswich Local Plan, consultation comments, representations received and other relevant material considerations.

There are two ways in which applications can be determined by the local planning authority:

- through officer delegated powers; or
- by the Planning and Development Committee.

⁶ The Environmental Impact Assessment Regulations set out specific consultation requirements for applications accompanied by Environmental Statements.

If an application is referred to the Planning and Development Committee for a decision, there will be an opportunity for public speaking at the committee meeting. Further details are available on the Council's website:

<https://www.ipswich.gov.uk/content/speaking-planning-and-development-committee>.

Those making comments are advised to keep in touch with the development management team via the Council's website if they wish to follow the application's progress.

After a Decision is Made

After a decision is made, a copy of the decision notice will be sent electronically to the applicant (or agent if applicable). A copy of the decision notice will be made available on the Council's website along with an officer report or a Planning and Development Committee report.

Appeals

An applicant has the right to appeal against the refusal of a planning application, non-determination or conditions attached to a planning permission.

When an appeal is lodged, those people and organisations notified of the original application and other people who made representations on the original planning application will be notified (electronically where possible) of the appeal in accordance with the relevant government regulations.

The Council's Compliments and Complaints Procedure

Planning can be a subjective topic. Full details of the Council's complaints and compliments procedure are available to view on the Council's website at www.ipswich.gov.uk/complaints.

If the complaints procedure does not result in a satisfactory resolution, ultimately the Local Government Ombudsman may be contacted. This only applies to claims of maladministration, i.e. whether the correct procedures were followed.

5. Sources of Further Information and Advice

You can get more information and advice on our website –

This includes:

- Our adopted planning documents;
- Information on consultation and engagement on planning policy documents;
- Access to planning application documents; and
- Planning and Development Committee agendas and reports (for applications requiring Committee determination) as well as Executive and Council Agendas and Reports (for planning policy matters).

Planning Policy

Email: planningpolicy@ipswich.gov.uk

Development Management

Email: dm@ipswich.gov.uk

In addition, information and advice can be obtained from the following sources:

Planning Portal

An online planning resource for England and Wales with advice and information on all aspects of planning.

www.planningportal.co.uk

Planning Practice Guidance

A web based resource offering guidance on many aspects of planning.

www.gov.uk/government/collections/planning-practice-guidance

Planning Aid

Planning Aid is part of the Royal Town Planning Institute (RTPI) and offers planning advice and support to individuals and communities. www.rtpi.org.uk/planning-aid/

Appendix 1

Consultation Bodies for a Local Plan

The Government Regulations relating to the preparation of a local plan⁷ require that certain minimum standards should be met for consulting on a pre-submission local plan (Regulation 18). These regulations make reference to:

- such specific consultation bodies as the local planning authority consider may have an interest in the subject of the proposed local plan;
- such general consultation bodies as the local planning authority consider appropriate; and
- such residents or other persons carrying on business in the local planning authority's area from which the local planning authority consider it appropriate to invite representations.

The defined consultation bodies are listed below. The names and make-up of the individual bodies change from time to time.

Specific Consultation Bodies:

- A relevant authority any part of whose area is in or adjoins the area of the local planning authority (this includes parish councils, Suffolk County Council (responsible for Suffolk County Council Planning, The Highways Authority, the Integrated Transport Authority, the Lead Local Flood Authority, The Local Mineral Authority, the Local Waste Authority), Babergh District Council, Mid Suffolk District Council, and East Suffolk Council);
- Coal Authority;
- Historic England;
- Environment Agency;
- National Highways;
- Homes and Communities Agency (replaced by Homes England in January 2018);
- Marine Management Organisation;
- Natural England;
- Network Rail;
- Any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3) (a) of the Communications Act 2003 (e.g. British Telecom);
- Any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority; and
- Any bodies from the following list who are exercising functions in any part of the area of the local planning authority:
 - Suffolk and North East Essex Integrated Care Board (SNEEICB);
 - Person to whom a licence has been granted under Section 6(1)(b) or (c) of the Electricity Act 1989;
 - Person to whom a licence has been granted under Section 7(2) of the Gas Act 1986 (e.g. British Gas)
 - Sewerage undertaker; and
 - Water undertaker.

⁷ Town and Country Planning (Local Planning) (England) Regulations 2012

General Consultation Bodies

- Voluntary bodies some or all of whose activities wholly or partially benefit any part of the local planning authority's area
- Bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area;
- Bodies which represent the interests of different religious groups in the local planning authority's area;
- Bodies which represent the interests of disabled persons in the local planning authority's area;
- Bodies which represent the interests of persons carrying on business in the local planning authority's area.

In respect of the Duty to Co-operate introduced by the Localism Act 2011 to be considered in the Examination of a local plan, the following consultation bodies are relevant.

Consultation Bodies in respect of the Duty to Co-operate in relation to planning of sustainable development:

- Neighbouring local planning authorities (Babergh District Council, Mid Suffolk District Council, and Suffolk Coastal District Council);
- Suffolk County Council (responsible for Suffolk County Council Planning, The Highways Authority, the Integrated Transport Authority, the Lead Local Flood Authority, The Local Mineral Authority, the Local Waste Authority.);
- Civil Aviation Authority;
- Environment Agency;
- Historic England;
- Highway Authority;
- Homes and Communities Agency (replaced by Homes England in January 2018);
- Marine Management Organisation;
- Natural England;
- New Anglia Local Enterprise Partnership;
- Suffolk and North East Essex Integrated Care Board (SNEEICB);
- Office of Rail Regulation; and
- Wild Anglia Local Nature Partnership.

In respect of Strategic Environmental Assessment Directive, the designated consultation bodies in the UK are:

- Historic England;
- Environment Agency; and
- Natural England.

Appendix 2

Consultation Bodies for Planning and Other Applications

Statutory Consultees that Ipswich Borough Council may consult (those consulted will vary with the type of application)

Active Trave England
Ancient Monuments Society
Anglian Water (Water and Sewage Undertakers)
Canal and River Trust
Coal Authority
Control of Major-Accident Hazards Competent Authority
Crown Estates Commissioners
Council for British Archaeology
Department for Business, Energy and Industrial Strategy
Designated Neighbourhood Forums
Department for Environment, Food and Rural Affairs (DEFRA)
Environment Agency
Forestry Commission
The Gardens Trust*⁸
Health and Safety Executive
Highways Authority
Historic England
Natural England
National Highways
Network Rail
Rail Infrastructure Managers
Rail Network Operators
Sport England*⁹
Suffolk County Council
Theatres Trust*

Examples of Non-Statutory Consultees that Ipswich Borough Council may consult (those consulted will vary with the type of application)

Ipswich Borough Council service areas (as relevant)
Adjoining Parish Councils and Local Authorities to Ipswich Borough Council (as relevant)
Associated British Ports Ltd
Civil Aviation Authority
Emergency Services and Multi-Agency Emergency Planning such as Suffolk Fire and Rescue Service (SFRS)
Forestry Commission
Health and Safety Executive
Ipswich Central Business Improvement District
Ministry of Defence
Suffolk and North East Essex Integrated Care Board (SNEEICB).
Office of Nuclear Regulation

⁸

The government is currently undertaking a review of the statutory consultee system. In a [statement](#) issued on 10 March 2025, it announced its intention to remove a limited number of consultees from the statutory list, including the Gardens Trust, Sport England, and Theatres Trust. However, further details and confirmation are still awaited. Ipswich Borough Council will consult with statutory consultees where there is a legislative requirement to do so.

Rail Network Operators
Royal Society for the Protection of Birds (RSPB)
Police and Crime Commissioner
Sport England
Suffolk Constabulary
Suffolk Wildlife Trust
Sustrans

Appendix 3

Material and non-material considerations

The Government's website www.gov.uk defines a material consideration:

'A material planning consideration is one which is relevant to making the planning decision in question (e.g. whether to grant or refuse an application for planning permission).

The scope of what can constitute a material consideration is very wide and so the courts often do not indicate what cannot be a material consideration. However, in general they have taken the view that planning is concerned with land use in the public interest, so that the protection of purely private interests such as the impact of a development on the value of a neighbouring property could not be material considerations.'

The Planning Portal also provides information on material considerations:

https://www.planningportal.co.uk/faqs/faq/4/what_are_material_considerations

'Material considerations can include (but are not limited to):

- Overlooking/loss of privacy
- Loss of sunlight or overshadowing
- Parking
- Highway safety
- Traffic
- Noise
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Government policy
- Disabled persons' access
- Previous planning decisions (including appeal decisions)
- Nature conservation

However, issues such as loss of view, or negative effect on the value of properties are not material considerations.

Appendix 4

Glossary

	Adjoining Owner or Occupier	adjoining owner or occupier” means any owner or occupier of any land adjoining the land to which the application relates.
	Adopt	The final confirmation of a plan as a statutory document by the local planning authority.
	Allocation of Land	The identification of how land should be developed or built on in the future (e.g. new housing development).
AMR	Authority Monitoring Report	Report reviewing progress on local development document preparation and monitor the outputs and implementation of current policies on an annual basis.
	Appeal	The process whereby an applicant can challenge an adverse decision on an application by means of written representations, as in a formal hearing or formal inquiry proceedings.
AAP	Area Action Plan	A type of development plan document relating to specific areas of major opportunity and change or conservation.
	Best Practice	Proven, practical and successful solutions to common problems.
	Circular	A Government publication setting out policy approaches.
	Consultation	Seeking people’s views to guide decision-making.
	Consultees Database	A list containing details of groups, organisations and individuals to be consulted on planning policy documents.
	Core Strategy	A development plan document setting out the spatial vision and objectives of the planning framework for the area, having regard to the Community Strategy.
	Corporate	With reference to the Local Authority, all service areas and interests acting as a united group.
DEFRA	Department for Environment, Food and Rural Affairs	Government department.

	Development Plan	A document setting out the local planning authority's policies and proposals for the development and use of land and buildings.
DPD	Development Plan Document	Development plan documents are planning policy documents which make up the local plan. Development plan documents guide development by setting out the detailed planning policies, which planning officers use to make their decisions of planning applications.
	Examination	See independent examination.
	Feedback	Reporting back information on something that has been done.
	Householder Application	An application for development of an existing dwellinghouse, or development within the curtilage of a dwellinghouse for any purpose incidental to its enjoyment. It does not include an application for change of use or an application to change the number of dwellings in a building.
	Independent Examination	The process by which an independent Planning Inspector publicly examines the soundness of a DPD and any representations made against it before issuing a binding report.
	Local Authority	Organisation governing the area (e.g. the Borough Council, County Council etc).
LPA	Local Planning Authority	The local authority that is empowered by law to exercise planning functions. Normally this is the Borough or District Council.
LDD	Local Development Document	This includes development plan documents, supplementary planning documents and the statement of community involvement.
LDS	Local Development Scheme	A public statement setting out the programme for the preparation of local development documents.
	Local Plan	The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community.
	Major Application	A development involving any one or more of the following – <ul style="list-style-type: none"> • The winning and working of minerals or the use of land for mineral-working deposits; • Waste development;

		<ul style="list-style-type: none"> • The provision of dwellinghouses where the number of dwellinghouses to be provided is 10 or more (or half a hectare or more if an outline application); • The provision of a building or buildings where the floor space to be created by the development is 1000 square metres or more; or • Development carried out on a site having an area of 1 hectare or more.
	Material Consideration	See Appendix 3.
MHCLG	Ministry of Housing Communities and Local Government	Government department responsible for housing, town and country planning, policy and administration.
	Minor Application	<p>A development involving any one or more of the following –</p> <ul style="list-style-type: none"> • The provision of a dwellinghouse where the number of dwellinghouses to be provided is 9 or less (or under half a hectare if an outline application); • The provision of a building or buildings where the floor space to be created by the development is less than 1000 square metres; or • Development carried out on a site having an area of less than 1 hectare.
NPPF	National Planning Policy Framework	The NPPF sets out the Government's national planning requirements, policies and objectives. It is a material consideration in the preparation of local plan documents and when considering planning applications.
	Neighbourhood Development Plans and Development Orders	Neighbourhood planning is a way for local groups to take a lead on planning for their area.
	Non-Statutory	Not strictly required by written law.
	Planning Application	An application for permission from the local planning authority to commence building work or change of use of buildings.
	Planning & Compulsory Purchase Act 2004	Government legislation introducing a new approach to development planning.

	Planning & Development Committee	A panel of elected Council Members whose role is to consider major and other applications. Normally meets every four weeks.
PPG	Planning Practice Guidance	Planning Practice Guidance set out what the Government expects of local authorities.
	Policies	Legal guidance documents.
	Policies Map	Illustrating on an Ordnance Survey base the policies and proposals of development plan documents which form the local plan.
	Soundness	In the process of examining a planning document an inspector assesses whether the document is positively prepared, justified, effective and consistent with national policy.
	Spatial Planning	Taking into account the economic, social and environmental implications when weighing up competing demands for land.
	Statutory	Required through written law, usually through an Act of Parliament.
	Strategic	Relating to the identification of long-term aims across a wider geographic area.
SEA	Strategic Environmental Assessment	A generic term used internationally to describe environmental assessment as applied to policies, plans and programmes.
SPD	Supplementary Planning Document	A local development document which provides more detailed advice or guidance on policies in the local plan.
SPG	Supplementary Planning Guidance	Providing additional guidance expanding policies in a local plan. SPGs will remain relevant where they are linked to local plan policies but will ultimately be replaced by supplementary planning documents.
	Sustainable	Maintaining the vitality and strength of something over a period of time.
	Sustainable Development	Development that meets the needs of the current generation without compromising the ability to meet those of future generations.

SA	Sustainability Appraisal	Identifies and evaluates social, environmental and economic effects of strategies and policies in a local development document from the outset of the preparation process. It incorporates the requirements of the Strategic Environmental Assessment (SEA) Directive.
	Vision	A long term view, an image of how things might be in the future.
	Voluntary Sector	Non-statutory organisations controlled by people who are unpaid and usually elected.



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